

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, August 26, 2024
5:30 p.m. Special Session
6:00 p.m. Regular Session**

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

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, August 26, 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).

**SPECIAL SESSION
5:30 p.m.**

- I. Call to order Special Session
- II. Adjourn into Executive Session

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:

- III. Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551
- IV. Adjourn Executive Session and Reconvene Special Session

SPECIAL SESSION

- V. Discussion and possible action concerning items posted and discussed by Council in Executive Session

WORKSHOP SESSION

1. Call to order Workshop Session
2. Discussion regarding FY 2024/2025 Budget. *(pgs. 5-6)*
 - a. Proposed Tax Rate
 - b. Water/Sewer Base Rates
 - c. COLA
3. Discussion regarding Free Chlorine Conversion. *(pgs. 7-8)*

4. Discussion regarding Food Truck Ordinance. *(pgs. 9-10)*
5. Discussion regarding Short Term Rental Draft Ordinance. *(pgs. 11-18)*
6. Discussion regarding any item on the regular agenda
7. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
 - 30 days of Prayer October Proclamation

	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 proposed FY 24/25 Budget.	19-20
2.0	MINUTES	PAGES
2.1	Discussion and possible action regarding approval of minutes of the Regular Meeting held on August 12, 2024	21-28
2.2	Discussion and possible action concerning approval of minutes of the Special Meeting held on August 19, 2024	29-30
3.0	CONSENT AGENDA	PAGES
4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> 1. <i>Fire Department Monthly Report</i> 2. <i>Parks and Recreation Monthly Report</i> 3. Information Systems Monthly Report 4. Library Monthly Report 5. Golf Course Monthly Report 6. Municipal Court Monthly Report 7. City Secretary Monthly Report 8. Utility Billing and Collections Monthly Report 	31-66

	9. Public Works Monthly Report for Electric, Streets, Water/Wastewater 10. Police Department Monthly Report 11. Building Official Monthly Report 12. Economic Development Monthly	
5.0	ROUTINE MATTERS	PAGES
5.1	ASSISTANT CITY MANAGER'S OPERATIONAL REPORT • US HWY 281 • 2 nd Street Project	67-68
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action to approve the first reading of an Ordinance regulating Short Term Rentals.	69-70
7.2	Discussion and possible action to increase wastewater base rates for residential, commercial and industrial customers by \$5.00.	71-72
7.3	Discussion and possible action to increase water base rates for residential, commercial and industrial customers by \$5.00.	73-74
7.4	Discussion and possible action to set the FY 2024/2025 annual cost of living adjustment.	75-76
7.5	Discussion and possible action regarding the acceptance of a bid from Texas Materials Group, Inc., for the Mill and Overlay of Naruna Road, in the amount of \$37,450.00.	77-82

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 August 2024 at 1:40pm

Becky Sims
Becky Sims, City Secretary

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ITEM NO. WORKSHOP-2

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

Subject:

Discussion regarding FY 2024/2025 Budget.

Requested By: Ryan Ward, ACM

Submitted By: Ryan Ward, ACM

Date Submitted: August 22, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement:

N/A

Attachments:

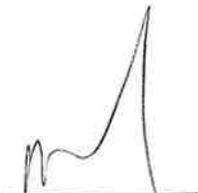
Summary Statement:

This item has been placed on the workshop agenda to finalize rates in preparation for the adoption of the tax rate and budget at the September 9, 2024 Council Meeting. Staff has prepared two budget modification memos and one salary adjustment memo to date. The initial budget roll-out was presented at the July 22, 2024 Council Meeting. The selected department presentations, along with proposed tax rate data was presented at the August 5, 2024 Special Council Meeting. At the August 12, 2024 City Council Meeting, Staff presented additional budget needs that included projects and staffing, along with a spreadsheet outlining the impacts related to property taxes based on various tax rates. The August 19, 2024 Special Budget Workshop focused on proposed tax rate, utility base rates, park master plan and COLA/salary comparisons. Staff presented a comprehensive spreadsheet that outlined funding, project costs, proposed salary impacts based on 3, 4 and 5% COLA, market adjustments and tax rate modules from \$.34 - \$.37. On the regular agenda Council will be asked to consider proposed water and sewer base rate increase and to consider a global cost of living adjustment percentage. The public hearing for the proposed \$.37 tax rate is scheduled for Tuesday, September 3 at 5:00 pm.

Recommendation:

Discussion and direction only

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City ManagerITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding free chlorine conversion beginning August 26, 2024.

Requested By: Van Sims, Water Wastewater Operations Manager

Submitted By: Ryan Ward, Assistant City Manager

Date Submitted: August 20, 2024 For the Agenda of: August 26, 2024

Procurement and Funding Statement: N/A

Attachments:

Summary Statement:

Discussion of chlorine conversion including Kempner Water Supply, Central Texas Water Supply, and Bell County WCID beginning August 26 with ending TBD.

Recommendation:

Discussion only.

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ITEM NO. WORKSHOP-4

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

Subject:

Discussion regarding Food Truck Ordinance

Requested By: City Council

Submitted By: Becky Sims, City Secretary

Date Submitted: August 22, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement:

Attachments: Overview

Summary Statement:

The City of Lampasas adopted the food truck ordinance in 2015. Since 2019, Staff has issued 29 permits. The only modification made to the Ordinance since 2015; was in 2019 when the temporary 14-day permit was modified to provide latitude on when the 14 days is used. Staff has reviewed a few other municipalities; such as Marble Falls, Round Rock, Bastrop, Brownwood and Copperas Cove and they are very similar to Lampasas. Staff has prepared an overview with questions for Council consideration.

Recommendation:

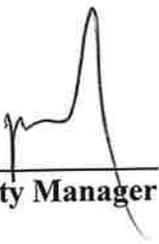
Discussion and direction only

City of Lampasas Food Truck Ordinance Overview

- Duration
 - 14 days= \$100.00
 - (Day rate or weekend rate?)
 - 180 days= \$300.00/ renewal \$150.00
 - Annual= \$500.00/ renewal \$250.00
- Zoning
 - All Non-Residential Zoning Districts and/or City Parks
 - Must be a minimum of 50 feet from Residential Use
 - Thoughts about residential, i.e., parties?
 - Cannot be parked on vacant lot
 - Secondary to primary structure
 - Align with business hours
 - Distance from restaurants (brick & mortar)?
- Hours of Operation
 - 7:00 a.m.- Midnight (parks close at 10 pm)
 - No seating, generator or music is allowed between 10:00 p.m. -midnight within 100 feet from residential uses.
- Must have Written Authorization from Property Owner
 - Use of property (same for vendor permits)
 - Use of restrooms
- Must be parked on improved surface (support structure, resist weather conditions)
- Commercially plumbed bathroom must be available within 300 feet for employees and patrons (sanitary restrooms/washing stations?)
- Seating for up to four people may be provided
- Mobile Food Vendor Unit (MFVU) must be self-contained, cannot hook up to City Utilities
- No alcoholic beverages (TABC permit)
- Must have self-closing trash container
- No more than 3 MFVU at one location unless City sponsored event

Other Requirements

- Valid Motor Vehicle Operator's License
- Valid Vehicle Registration
- Proof of Vehicle Liability Insurance
- Valid DBA or LLC Certificate
- Texas Sales Tax Permit
- Valid and Current State Health Permit
- Current Food Handler's Certificate



City Manager

ITEM NO. WORKSHOP-5

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

Subject:

Discussion regarding Short Term Rentals.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: August 23, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

At the direction of City Council at the July 22, 2024 meeting, Staff has prepared the attached draft STR Ordinance for review.

Recommendation:

Discussion and direction only.

SHORT-TERM RENTAL ORDINANCE

AN ORDINANCE AMENDING THE CITY OF LAMPASAS CODE OF ORDINANCES, CHAPTER 22, BUSINESSES, CREATING ARTICLE VII. SHORT TERM RENTALS, REQUIREMENTS FOR REGISTERING PROPERTIES USED AS SHORT-TERM RENTALS, ADMINISTRATION AND PERSONNEL INCLUDING COLLECTION OF HOTEL OCCUPANCY TAX PER TAX CODE SECTION 351.0025; PROVIDING FOR A PENALTY, PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the City Council of the City of Lampasas ("City") is continually reviewing the provisions of the City Code of Ordinances relating to land use and other circumstances which impact the health, safety and well-being of residents, citizens, and inhabitants; and

WHEREAS, the City Council finds that there are property owners who are using their residential property as short-term rentals within the City limits and extra-territorial jurisdiction; and

WHEREAS, the City Council promotes regulating short term rentals to preserve residential quality of neighborhoods and support tourism in a balanced way; and

WHEREAS, the City Council finds that there are owners of residential short-term rental properties that do not pay the required hotel/motel occupancy tax; and

WHEREAS, the City Council desires to preserve and enhance residential neighborhoods and protect quality of life within the city; and

WHEREAS, in consideration of the foregoing, and other matters before City Council, the City Council of the City has determined that it would be advantageous, beneficial and in the best interest of the citizens of the City to regulate short term rentals and to set standards as identified through House Bill 2551.

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

SECTION 1. FINDINGS OF FACT.

That the facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

The Code of Ordinances of the City, Chapter 22, Businesses, is hereby amended to add the following definitions:

A. DEFINITIONS. The following definitions are included in their entirety as new definitions to define, clarify and provide regulatory standards and if applicable, repeal and replace any current definitions that may be in conflict within the City of Lampasas Code of Ordinances.

ACCESSORY STRUCTURE/USES

An accessory structure is a structure which is on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. Accessory structures may include a detached garage, storage shed, residential garage, guest house, and other similar structures.

APARTMENT

A building or group of buildings which contain multiple dwelling units for rent to multiple families or Individuals. Apartments may be leased, rented, or owned in a condominium style of ownership. Such facilities are not regulated as STRs and prohibited from receiving STR permits; unless they are located within the Central Business District

DUPLEX, RESIDENTIAL

The use of a site for two dwelling units, within a single building, other than a manufactured home. These facilities are not regulated as STRs and prohibited from receiving STR permits unless they are owner-occupied.

DWELLING UNIT

Any permanent structure or part thereof designed and used for habitation by one or more individuals.

GUEST

The overnight occupants, who are eighteen (18) years or older, renting temporary transient lodging for a specified period and the daytime visitors of the overnight occupants.

LOCAL CONTACT PERSON

The Owner, Operator, or person designated by the Owner or the Operator, who shall be available 24 hours per day for the purpose of responding to concerns or requests for assistance related to the Owner's Short-term Rental.

MOTEL

A building, or group or cluster of buildings, containing three (3) or more transient guest rooms or separate dwelling units or small structures, where access to individual units is made directly from exterior walkways or courts and which are used, rented, or hired for lodging or sleeping purposes by transient guests. The term motel may also sometimes refer to a tourist court, auto court or motor lodge. These facilities are not regulated as STRs and prohibited from receiving STR permits.

MULTIPLE FAMILY RESIDENTIAL

The use of a site for three or more dwelling units, within one or more buildings, including apartments, triplexes, and fourplexes intended for rental, lease, or condominium ownership. The term multiple family does not include bed and breakfast lodging, manufactured housing, single family detached or attached residential uses. These facilities are prohibited from obtaining STR permits.

OPERATOR

The Owner or the Owner's authorized representative who is responsible for advertising and/or operating a Short-term Rental.

OWNER

The person or entity that holds legal or equitable title to a property.

SHORT-TERM RENTAL (STR)

Any structure used for transient or guest lodging accommodations, rented for compensation of a dwelling unit, that is not owner-occupied (other than a duplex), which includes but is not limited to a single-family residence, townhouses, owner-occupied duplex, accessory structure, short term rental dwelling unit, bed and breakfast, and other residential real estate improvements, in which the public may obtain sleeping accommodations for a period less than thirty (30) consecutive days. The term applies regardless of whether the dwelling was originally constructed or zoned as a residential dwelling. This term does not apply to duplexes (unless they are owner occupied), multi-family projects, apartment complexes, hotels, motels, or recreational vehicles. This term is a general definition of STRs and is inclusive of the distinct types of STRs.

SHORT-TERM RENTAL, DWELLING UNIT

A short-term rental dwelling unit is defined as a structure, including an individual room within a larger structure, which is rented separately from other rental units on the property, for the purpose of transient or guest lodging. Each individual short-term rental dwelling unit shall be required to obtain a separate short-term rental permit, unless it is a part of a bed and breakfast.

SHORT-TERM RENTAL, OWNER-OCCUPIED

A short-term rental located on the same property on which the owner resides.

SHORT-TERM RENTAL PERMIT

A permit issued by the City authorizing the use of a dwelling unit as a Short-Term Rental ("STR").

B. CRITERIA

The following is adopted as general criteria for approval of a Short-Term Rental Permit:

1. **Permitting.** It shall be unlawful for any person or entity to rent, or offer to rent, any short-term rental without a valid Short-term Rental Permit issued by the City. *(STR permits may not be transferred to new owners. Upon sale or other ownership transfer of the STR dwelling unit, the permit shall remain in force for a period of 60 days thereafter, during which time the new owner(s) may file an application for a new permit)*
 - a. A separate Short-term Rental Permit application and application fee must be submitted for each individual Short-term Rental dwelling unit, unless the STR is a bed and breakfast, in which case one application shall be submitted.
 - b. Application Details:
 1. The name, address, email, and telephone number of the Owner of the Short-Term Rental.
 2. The name, address, email, and telephone number of the Operator of the Short-Term Rental.
 3. The name, address, email and 24-hour telephone number of the Local Contact Person.
 4. The name and address of the Short-Term Rental.
 5. The number of bedrooms and the proposed overnight and daytime occupancy limit of the Short-Term Rental.
 6. A site plan showing the proposed layout of the property use and any onsite parking available for the Short-Term Rental. The site plan shall also include any proposed spas, hot tubs, pools, fire pits, bars, cabanas, and any other proposed uses or structures.
2. **Fees:** The annual registration fee is \$100.00 per STR and should accompany application.
3. **Code Compliance Generally:** All short-term rental facilities must comply with City code provisions applicable to the zoning applicable to the area in which the facilities are located, and with all federal, State of Texas, and City of Lampasas building codes for existing or new construction. *(Site visit may be warranted by Building Official and Fire Marshal)*
4. **Signs:** There shall be no on-premise or off-premise signs advertising the dwelling as a Short-Term Rental.
5. **Fire & Safety:** Short-term rental uses shall comply with the regulations for Fire Protection set forth in the 2018 International Fire Code and the 2021 International Code Council.
6. **Trash & Solid Waste.** Each STR shall provide adequate garbage and trash container capacity for the permitted occupancy for the STR.

7. **Quiet Hours.** Each STR use shall have signage posted in a prominent location in the rear yard or other common gathering area, providing the occupants and guests with notice of the nighttime hours, as set forth in the City's Noise and Sound Level Regulation ordinance.
8. The Operator shall post the following information in a prominent location within the Short-Term Rental Unit:
 - a. STR Permit Number
 - b. Operator name and phone number
 - c. Contact person name and number (individual should be available 24 hours per day to address any concerns or issues)
 - d. Location of any on-site and off-site parking spaces for guests.
 - e. Instructions to guests concerning disposal of garbage and handling of garbage containers.
 - f. Maximum occupancy limits prescribed by City Fire Marshal pursuant to the International Fire Code
 - g. Notification that the guests are responsible for compliance with all applicable laws, rules and regulations pertaining to the use and occupancy of the STR and that guests may be fined by the City for violations to the City of Lampasas Code of Ordinances.
9. **Complaints**
 - a. Complaints related to the operation of a Short-Term Rental, including noise, garbage, parking, and disorderly conduct by guests, shall be reported to the City Secretary or his/her designee, with the exception of after hour noise complaints; which should be directed the Lampasas Police Department.
10. **Enforcement.**
 - a. It shall be unlawful for any person or entity to violate any provision of this Ordinance. Any violations may be subject to fines, revocation of permit and/or suspension of STR permit for one year.
 - b. If an Owner operates a STR without permit, or after revocation of a permit, in violation hereof, the city may take additional enforcement action including a shutoff of utility service to the applicable premises.
11. **Appeal.**
 - a. An Owner may appeal a suspension or revocation under this Section by filing a written appeal with the City Secretary within ten (10) business days following the date of said notice. Following a timely filing of an appeal hereunder, the

Owner may present evidence to the City Secretary related to the suspension or revocation under this Section. Following the City Secretary's final decision on appeal, the Owner may appeal an adverse decision of the City Secretary by filing a written appeal with the City Council within five (5) business days following the date of the City Secretary's final decision. The decision of the City Council shall be final.

The City shall not seek enforcement of this ordinance until January 2025.

SECTION 4. SEVERABILITY

If any provision of this ordinance shall be deemed invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or in part, except the part held or adjudged invalid or unconstitutional.

SECTION 5. REPEALER

Upon adoption, the provisions of this ordinance repeal any inconsistent existing provisions of other City ordinances.

Passed and Approved by City Council, City of Lampasas on the _____ day of _____ 2024

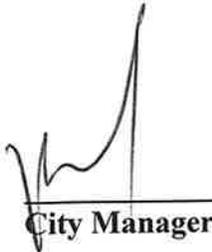
Passed and Adopted by City Council, City of Lampasas on the _____ day of _____ 2024.

Herb Peace, Mayor

ATTEST:

Becky Sims, City Secretary

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City Manager

ITEM NO. 1.3

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

Subject:

Public Hearing to receive citizen input on items to be considered in the proposed budget for FY 2024/2025.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: August 22, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement: N/A

Attachments:

Summary Statement:

Opportunity for citizen comments relating to the items proposed in the FY 2024/2025 City of Lampasas Budget.

Recommendation:

Discussion Only

**NOTICE OF PUBLIC HEARING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
FISCAL YEAR 2024-2025 PROPOSED BUDGET
CITY COUNCIL CHAMBERS
302 E THIRD STREET
MONDAY, AUGUST 26, 2024**

**Notice is hereby given that the City Council of the City of Lampasas will hold a
Public Hearing on Monday, August 26, 2024 at 6:00 p.m. regarding the City
Manager's Proposed Budget for the Fiscal Year 2024-2025.**

**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, August 12, 2024
5:30 pm Special Session
6:00 pm Regular Session**

ITEM 2.1

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:

Charlie Pratus
Eric Hernandez
Davis Keele
Zachary Morris
Cathy Kuehne
Myles Haider

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Monica Wright, IT Director
Becky Sims, City Secretary
Yvonne Moreno, Finance Director
Jody Cummings, Police Chief
Joe Adams, Fire Chief

Council Members Absent

N/A

SPECIAL SESSION

5:30 p.m.

- I. **Call to order Special Session** – Mayor Pearce called the meeting to order at 5:30 p.m.

Adjourn into Executive Session

Council member Pratus moved to adjourn into Executive Session at 5:30 pm, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

EXECUTIVE SESSION

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

- II. Section 551.071 (1), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body

Adjourn executive session and reconvene Special Session

Council adjourned Executive Session and reconvened Special Session at 6:02 pm.

SPECIAL SESSION

Action on Executive Session Items

- III. Discussion and possible action concerning items posted and discussed by Council in Executive Session

No action was taken on items discussed during Executive Session.

Council member Pratus moved to adjourn the special session at 6:04 pm, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

WORKSHOP SESSION

1. **Call to order Workshop Session-** Mayor Pearce called the workshop session to order at 6:04 pm.
2. **Discussion regarding FY 2024/2025 Budget Status and Modifications.**

Ryan Ward, ACM presented the following:

Staff suggests both lists be viewed as a menu of options.

Additional Needs, Projects and Staffing

- Total additions include paving, water system improvements, electric system study and equipment, fire department requests, new staffing and compensation adjustments. Total cost estimated at \$2,216,845.00

FY 2025 Budget Additions		
	Budget Amt	Notes
2nd Street Rehab	\$190,000.00	Fund Balance based on savings FY 2024
Injection Site	\$400,000.00	design and project initiation, remainder FY 2026
Electric System Study	\$40,164.00	per year through FY 2030
Turner Field Lighting	\$440,000.00	\$360,000 Techline, \$80,000 in house materials
High Ranger	\$230,000.00	Replacement bucket
Park Planning	\$0.00	in house scoping and community engagement FY 25
EMS Cost Share	\$100,000.00	potential City share
SCBA Fill Station	\$55,000.00	FD request
Extraction Machine	\$10,000.00	FD request
Ladder Rehab	\$120,000.00	FD request
New FTE's	\$118,928.00	2 burdened at \$19.23 per hour
	\$72,229.00	1 burdened at \$24.04
	\$110,524.00	1 burdened at \$38.46
COLA	\$230,000.00	3% global
Market Adj	\$100,000.00	target utility, public safety, entry level, add. duties
Total	\$2,216,845.00	

New FTE's represent budgeted amounts for 2 staff at \$40,000/year, 1 staff at \$50,000/year, and 1 staff at \$80,000/year based on general discussion of needs in Cemetery, Finance, and Administration. The entry for Cemetery may be slightly above range, however; Council should consider the amount as an initial budget number subject to Council direction.

Sources of Budget Funds

Sources for funding budget additions include current budget balance, use of fund balance, property tax, increases in water and wastewater rates and additional budget modifications.

FY 2025 Sources to meet Budget Additions		
	Budget Amt	Notes
Budget Balance	\$416,648.00	Budget Balance 8/5/2024
Property Tax \$0.34	\$221,554.00	Increase above budgeted amount
Water Rate	\$150,000.00	\$5.00/customer/month
Wastewater Rate	\$150,000.00	\$5.00/customer/month
Fund Balance	\$1,057,243.00	
Add Budget Savings	\$221,400.00	budget modifications
	\$2,216,845.00	

Water and wastewater rate increases may be necessary over two budget cycles. The increase should result in revenue increases slightly higher than \$150,000.00 per utility, however; current budget estimates are slightly overstated. Use of Fund Balance can certainly be justified for 2nd Street paving, Injection site improvements, Turner Field lighting and the High Ranger (total budget amount \$1,030,000.00). Property Tax increases may be related to EMS Service and increased workforce for general fund positions. Budget modifications included the addition of surcharge revenue, and cuts in meter, grounds, and maintenance expenses. A total of 117 budget modifications have been made since departmental submission.

General discussion consisted of:

- Move forward with Park Master Plan
 - Schedule Town Hall
 - Earmark funds
- Park Recreation Specialist
 - Management of amenities
 - Identify tournament costs/revenue for City-ROI
- EMS Cost Share with County
 - Meeting has been scheduled with Judge Hoyer
- COLA/Market Adjustments
 - Combat inflation costs
 - Merit based on performance
 - Salary comparison/competitive with surrounding cities
 - Identify trends in market
- Cemetery Workload
 - Manage seasonal upkeep
 - Additional FTE's
 - Possible annual contract services
- Proposed Tax Rate
- Schedule Budget Workshop- August 19, 2024 @ 5:30pm.

3. Discussion regarding Lampasas County Chamber of Commerce and Visitor Center FY 24/25 Budget.

Becky Sims, City Secretary presented the following:

Mrs. Unger presents her annual budget to Council that outlines administrative costs, overhead, marketing and event expenses. The tourism agreement provides a July deadline for the budget to be presented to Council, with various July events that the Chamber is a part of August would be a more realistic deadline. With Council consideration, both parties agree with the amendment. Estimated Tourism and Visitor Center expenses for FY 24/25 show an overall increase of \$8,360 from FY 23/24. Estimated **event** expenses decreased from \$9,901 to \$5,000 due to cost share opportunities with the Rodeo Association for the Riata Roundup and removing the annual wine tour from the list of events. Estimated **tourism, marketing, & promotion** expenses increased from \$5,570 to \$8,210 for increased marketing for more robust materials, signage improvements, website software and domain fees. Estimated **operating** expenses increased from \$8,220 to \$8,700 for building maintenance and the estimated **administrative** expenses increase from \$44,900 to \$52,750 for salaries and membership costs.

Council member Haider inquired about visitor and tourism responsibilities, cost benefits of them being incorporated in with Chamber of Commerce vs. separate. Mrs. Unger mentioned that the salary alone for a Tourism and Visitor Center Director would be much higher than the % reimbursed for these duties today through the Chamber of Commerce. Council member Haider questioned the Chamber of Commerce bank balance, Mrs. Unger advised \$300,000 to cover operating expenses.

4. Discussion regarding Advisory Board Appointments.

Becky Sims, City Secretary presented the following:

In September of each year, we review board terms that are expiring, as well as, any vacancies. We currently have 31 terms expiring September 30, 2024, and six (6) vacancies. We have begun advertising volunteer opportunities on social media and Staff included the attached presentation that describes each board. Staff encourages citizens to apply, applications are taken year-round.

5. Discussion regarding any item on the regular agenda. N/A

6. Adjourn Workshop Session- Mayor Pro Tem Morris moved to adjourn workshop at 7:20 p.m., the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

Without objection, Council took at 5-minute break.

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order- Mayor Pearce called the regular session to order at 7:25 pm.

B. Invocation and Pledge of Allegiance- Mayor Pearce gave the invocation and the and the Pledge of Allegiance to the U.S. and Texas flags were recited

C. Presentations and Proclamations-

- Service Recognition
 - Delana Fritz-5 years
 - Kasey Schwartzer-15 years



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

There were no citizens comments

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

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular City Council Meeting held on July 22, 2024

Council member Kuehne moved to approve the minutes of the Regular City Council Meeting held on July 22, 2024, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried. (Keele absent)

2.2	Discussion and possible action concerning the approval of minutes of the Special Meeting held on July 24, 2024
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Mayor Pro Tem Morris moved to approve the minutes of the Special Meeting held on July 24, 2024, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried. (Keele absent)

2.3	Discussion and possible action concerning the approval of minutes of the Special Budget Workshop Meeting held on August 5, 2024
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Mayor Pro Tem Morris moved to approve the minutes of the Special Budget Workshop Meeting held on August 5, 2024, the motion was seconded by Council member Hernandez, with Council member Kuehne abstaining, the motion carried. (Keele absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from July 1, 2024- July 31, 2024.
3.2	Discussion and possible action regarding the June 2024 Investment report.
3.3	Discussion and possible action to consider approval, denial, or approval with modifications the second reading of an Ordinance for a specific use permit for an accessory dwelling in an area zoned Single Residential Family-20 "SF-20" described as .94 acres, LHW Johnson survey; commonly known as 17 Deb Lynn

Mayor Pro Tem Morris moved to approve the consent agenda, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried. (Keele absent)

4.0	BOARDS/DEPARTMENT REPORT
5.0	ROUTINE MATTERS
5.1	City Manager Operational Report

There was no City Manager report at this evening's meeting.

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

7.0	NEW BUSINESS
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7.1	Discuss and consider the selection of winner of the website photo contest entry
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Council member Hernandez moved to approve selection #1, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Keele absent)

7.2	Discussion and possible action to appoint Bobby Sanford to the Zoning Board of Adjustment Advisory Board.
-----	-----------------------------------------------------------------------------------------------------------

Council member Hernandez moved to appoint Bobby Sanford to the Zoning Board of Adjustment Advisory Board, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Keele absent)

7.3	Discussion and possible action to approve the recommended amendments to the Tourism and Visitor Center Agreement between the City of Lampasas and the Lampasas County Chamber of Commerce and Visitor Center.
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Council member Pratus moved to approve the recommended amendments to the Tourism and Visitor Center Agreement between the City of Lampasas and the Lampasas County Chamber of Commerce and Visitor Center, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Keele absent)

7.4	Discussion and possible action regarding Lampasas County Chamber of Commerce and Visitor Center FY 24/25 Budget.
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Mayor Pro Tem Morris moved to approve the Lampasas County Chamber of Commerce and Visitor Center FY 24/25 Budget, the motion was seconded by Council member Hernández and with a unanimous vote, the motion carried. (Keele absent)

7.5	Discussion and possible action regarding the amendments to the Community Champion Proclamation.
-----	-------------------------------------------------------------------------------------------------

Mayor Pro Tem Morris moved to approve the amendments as presented with the exception of changing directly to solely, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

7.6	Discussion and possible action regarding the proposed tax rate for the City of Lampasas upon all property subject to taxation within the City of Lampasas, Texas for the 2024 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025; apportioning said levy amount the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City
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Mayor Pro Tem Morris moved to propose tax rate of .37 for the City of Lampasas upon all property subject to taxation within the City of Lampasas, Texas for the 2024 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025; apportioning said levy amount the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City, the motion was seconded by Council member Haider, the roll call vote was as follows:

- Council member Haider- Aye
- Council member Pratus- Aye
- Mayor Pro Tem Morris- Aye
- Mayor Pearce- Aye
- Council member Hernandez- No
- Council member Kuehne- No
- Council member Keele- absent

7.7	Discussion and possible action concerning the scheduling of one public hearing regarding the proposed tax rate upon all property subject to taxation within the City of Lampasas, Texas for the 2024 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025; apportioning said levy among various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City.
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Mayor Pro Tem Morris moved to schedule public hearing regarding the proposed tax rate upon all property subject to taxation within the City of Lampasas, Texas for the 2024 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025; apportioning said levy among various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City, on Tuesday, September

3, 2024 at 5:00 p.m., the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

7.8	Discussion and possible action regarding approval of the Investment and Strategy Policy Resolution.
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Mayor Pro Tem Morris moved to approve the Investment and Strategy Policy Resolution, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

Adjourn – Council member Pratus moved to adjourn at 7:51 p.m., the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Keele absent)

PASSED AND APPROVED this _____ day of _____, 2024.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary

**MINUTES OF SPECIAL CALLED MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday August 19, 2024
5:30 p.m. Special Session**

ITEM 2.2

The City Council of the City of Lampasas met in a Special Called Meeting on the above date and time with Mayor Pearce presiding.

Council Members Present:

Zachary Morris
Charlie Pratus
Eric Hernandez
Davis Keele
Myles Haider

City Staff Present:

Becky Sims, City Secretary
Ryan Ward, ACM
Kayleigh Stanley, Executive Secretary
Charlie Boswell, Asst Police Chief
Yvonne Moreno, Finance Director
Chris Eicher, Parks Supervisor
Joe Adams, Fire Chief

Council Members Absent:

Cathy Kuehne

**SPECIAL SESSION
5:30 P.M.**

I. Call to order Special Session

Mayor Pearce called the meeting to order at 5:30 p.m.

II. Discussion and direction regarding modifications to the FY 2024/2025 Budget.

Yvonne Moreno, Finance Director provided the following for Council review and consideration: a detailed spreadsheet including budget expenses with projected Fund Balance borrowing amounts depending on COLA levels of 3%, 4% and 5% and property tax rates from \$0.34 to \$0.37. Council was also provided a spreadsheet consisting of the current rates for Sewer and Water, with the proposed \$5.00 base rate increase. Council discussed the following topics:

- *Water and Electric Rates were increased in July 2023 and Sewer rates were increased in 2018.*
- *Fund Balance is made up of our investments and is currently in the \$13 million dollar range.*
- *Staff salaries – Council requested a spreadsheet breaking down staff salaries by position.*
- *COLA is historically at 3% with the exception of a mid-year COLA raise in FY 2022/2023.*
- *Council member Haider inquired about scrubbing specific line items to potentially cut costs and use less from the Fund Balance. For example:*

- *Injection Site*
- *Turner Field Lighting*

Mr. Ward, ACM advised that review has been done, original cost for lighting was over \$800,000, able to procure contractor through LCRA and use some in house services.

- *Proposed Tax Rate was discussed at \$0.37 with a date for a Public Hearing to be held on September 3, 2024. At the September 9th Council Meeting, Council will adopt the tax rate.*

III. Adjourn Special Session

Mayor Pro Tem Morris moved to adjourn special session at 6:40 p.m., the motion was seconded by Council Member Hernandez and with a unanimous vote, the motion carried. (Kuehne absent)

PASSED AND APPROVED this _____ day of _____, 2024.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary

LAMPASAS FIRE DEPARTMENT

FIRE CHIEF JOSEPH ADAMS

"Remembering The Past With a Vision For The Future."

2024 ANNUAL REPORT

OVERVIEW

The Lampasas Fire Department has had an active year and this annual report will provide a brief overview on how we provided superior emergency services to our residents and visitors. The men and women who are Lampasas Fire are dedicated to providing the highest-level service 24 hours a day and 365 days a year.

This report covers the period of physical year 2023 and includes details on staffing, operational and administrative divisions, and departmental highlights. Furthermore, projections on increased call volume are included which are based upon current volume compared against past volume for a selected six-month time period.

STAFFING AND ORGANIZATION

The Lampasas Fire Department operates with two divisions, the Operations Division and the Administrative Division. The Operations Division is under the direction of Assistant Chief Tim Davis and is staffed by 12 personnel. The personnel assigned to Operations are highly trained and are responsible for all emergency responses 24 hours a day, 365 days a year. These personnel are divided into three shifts that work a 48-hour shift followed by 96 hours off regardless of holidays and weekends. Each individual shift is a fully staffed Engine Company which consists of one Captain, one Driver/Engineer, and two firefighters.

The Administrative Division is comprised of the Fire Chief, the Assistant Fire Chief and the Fire Marshal who work Monday through Friday. As previously stated, the Asst. Chief has primary responsibility for the operations side of the department as well as training and apparatus and tool maintenance. The Fire Marshal duties include, but are not limited to, fire prevention and education, inspections, and code enforcement. These three positions are considered on-call for any emergency that exceeds an engine company response.

2023 HIGHLIGHTS

During the previous year, Lampasas Fire has restructured the department through the addition of three firefighters (1 per shift) to go from a 3-man engine company to a 4-man engine company. This substantial change has increased firefighter safety and morale and has enhanced our service delivery. We further restructured the department by consolidating 3 Deputy Chiefs positions into 1 Assistant Chief's position and moving the Fire Marshal out of the Operations Division to the Administrative Division.

Lampasas Fire took delivery and placed into service a 2023 Spartan Engine.

Lampasas Fire participated in several noteworthy events and operations to include Eclipse 2024, the 2024 Spring Ho Festival and the annual Christmas Parade and Toy Drive.

2024 PROJECTIONS

Lampasas Fire is currently seeing a substantial increase in call volume over the previous year. Based on a six-month time period comparison of January-July 2023 vs January-July 2024, call volume has increased 19 to 21 percent. Based on these numbers, the ending total call volume for physical year 2024 is projected to be 1,835 calls for service versus 1,499 for physical year 2023.

Based upon increased call volume and anticipated population growth, Lampasas Fire is projecting a need for 3 additional personnel in the FY 2026 budget cycle and 3 more additional personnel in the FY 2028 budget cycle.

Lampasas Fire has requested a rebuild of the ladder truck in the current budget proposal which will, upon approval and completion, meet the needs of the department for the next five to seven years. During this five to seven year time frame, a new ladder truck replacement will be needed to meet the projected demand for service.

Lampasas Fire Department

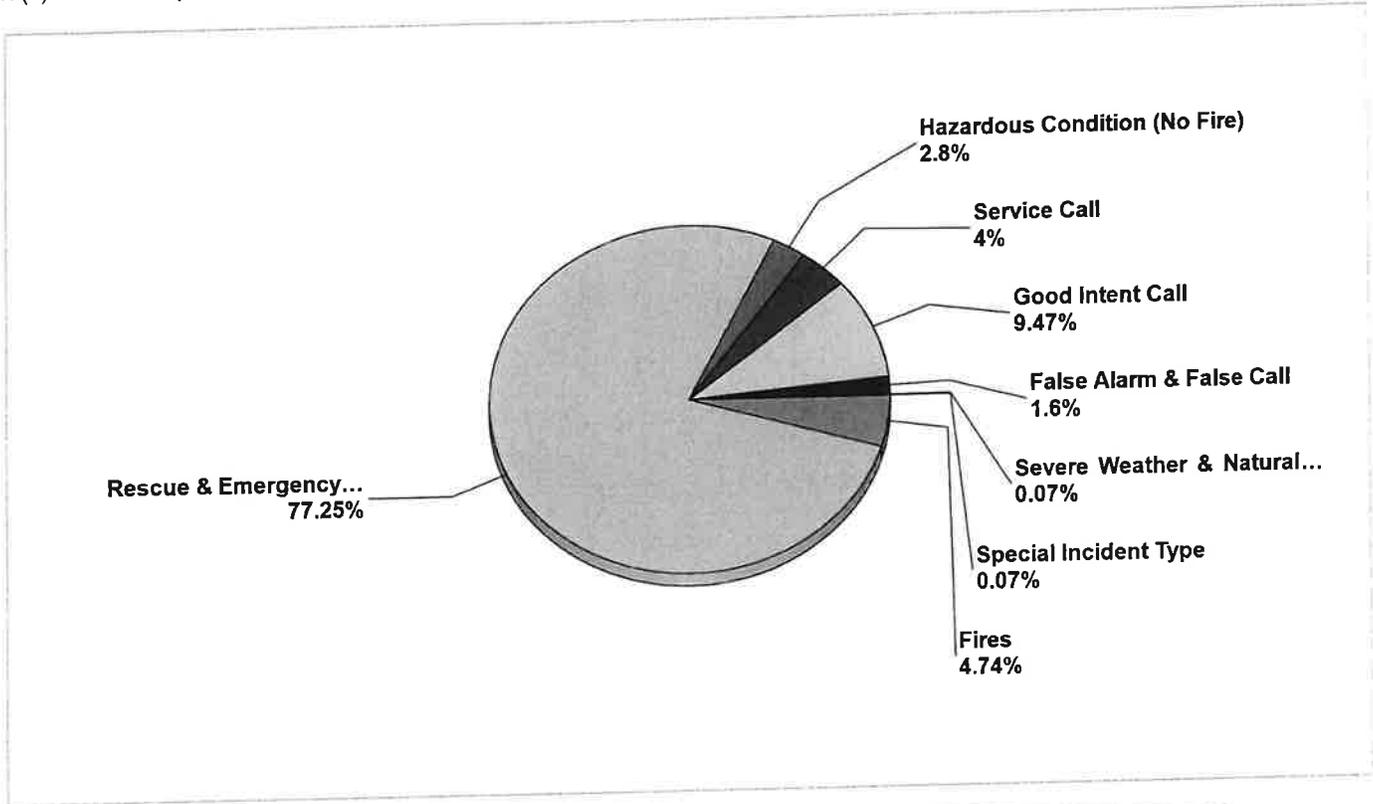
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

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



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	71	4.74%
Rescue & Emergency Medical Service	1158	77.25%
Hazardous Condition (No Fire)	42	2.8%
Service Call	60	4%
Good Intent Call	142	9.47%
False Alarm & False Call	24	1.6%
Severe Weather & Natural Disaster	1	0.07%
Special Incident Type	1	0.07%
TOTAL	1499	100%

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

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	5	0.33%
111 - Building fire	16	1.07%
112 - Fires in structure other than in a building	1	0.07%
113 - Cooking fire, confined to container	1	0.07%
114 - Chimney or flue fire, confined to chimney or flue	2	0.13%
118 - Trash or rubbish fire, contained	1	0.07%
122 - Fire in motor home, camper, recreational vehicle	1	0.07%
130 - Mobile property (vehicle) fire, other	1	0.07%
131 - Passenger vehicle fire	4	0.27%
132 - Road freight or transport vehicle fire	2	0.13%
138 - Off-road vehicle or heavy equipment fire	2	0.13%
140 - Natural vegetation fire, other	1	0.07%
142 - Brush or brush-and-grass mixture fire	10	0.67%
143 - Grass fire	19	1.27%
150 - Outside rubbish fire, other	2	0.13%
154 - Dumpster or other outside trash receptacle fire	1	0.07%
161 - Outside storage fire	1	0.07%
162 - Outside equipment fire	1	0.07%
300 - Rescue, EMS incident, other	1	0.07%
311 - Medical assist, assist EMS crew	1020	68.05%
320 - Emergency medical service, other	1	0.07%
321 - EMS call, excluding vehicle accident with injury	6	0.4%
322 - Motor vehicle accident with injuries	53	3.54%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.07%
324 - Motor vehicle accident with no injuries.	71	4.74%
350 - Extrication, rescue, other	1	0.07%
352 - Extrication of victim(s) from vehicle	2	0.13%
353 - Removal of victim(s) from stalled elevator	1	0.07%
372 - Trapped by power lines	1	0.07%
410 - Combustible/flammable gas/liquid condition, other	1	0.07%
411 - Gasoline or other flammable liquid spill	5	0.33%
412 - Gas leak (natural gas or LPG)	24	1.6%
413 - Oil or other combustible liquid spill	2	0.13%
420 - Toxic condition, other	2	0.13%
422 - Chemical spill or leak	2	0.13%
424 - Carbon monoxide incident	4	0.27%
480 - Attempted burning, illegal action, other	2	0.13%
511 - Lock-out	3	0.2%
512 - Ring or jewelry removal	1	0.07%
520 - Water problem, other	1	0.07%
542 - Animal rescue	3	0.2%
550 - Public service assistance, other	11	0.73%
551 - Assist police or other governmental agency	5	0.33%
553 - Public service	18	1.2%
554 - Assist invalid	5	0.33%
561 - Unauthorized burning	13	0.87%
600 - Good intent call, other	2	0.13%
611 - Dispatched & cancelled en route	110	7.34%
622 - No incident found on arrival at dispatch address	5	0.33%
631 - Authorized controlled burning	6	0.4%
651 - Smoke scare, odor of smoke	17	1.13%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.07%
653 - Smoke from barbecue, tar kettle	1	0.07%
700 - False alarm or false call, other	4	0.27%
710 - Malicious, mischievous false call, other	1	0.07%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
711 - Municipal alarm system, malicious false alarm	1	0.07%
733 - Smoke detector activation due to malfunction	2	0.13%
735 - Alarm system sounded due to malfunction	3	0.2%
736 - CO detector activation due to malfunction	1	0.07%
743 - Smoke detector activation, no fire - unintentional	4	0.27%
745 - Alarm system activation, no fire - unintentional	7	0.47%
746 - Carbon monoxide detector activation, no CO	1	0.07%
814 - Lightning strike (no fire)	1	0.07%
911 - Citizen complaint	1	0.07%
TOTAL INCIDENTS:	1499	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.

Lampasas Fire Department

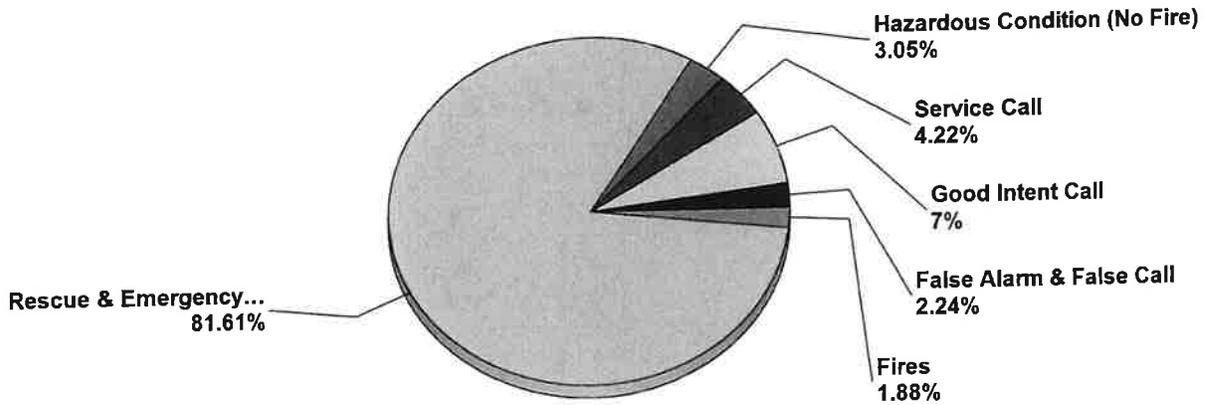
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	21	1.88%
Rescue & Emergency Medical Service	910	81.61%
Hazardous Condition (No Fire)	34	3.05%
Service Call	47	4.22%
Good Intent Call	78	7%
False Alarm & False Call	25	2.24%
TOTAL	1115	100%

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



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	0.36%
113 - Cooking fire, confined to container	1	0.09%
131 - Passenger vehicle fire	4	0.36%
132 - Road freight or transport vehicle fire	1	0.09%
138 - Off-road vehicle or heavy equipment fire	1	0.09%
140 - Natural vegetation fire, other	1	0.09%
142 - Brush or brush-and-grass mixture fire	2	0.18%
143 - Grass fire	4	0.36%
150 - Outside rubbish fire, other	1	0.09%
154 - Dumpster or other outside trash receptacle fire	1	0.09%
160 - Special outside fire, other	1	0.09%
300 - Rescue, EMS incident, other	2	0.18%
311 - Medical assist, assist EMS crew	824	73.9%
321 - EMS call, excluding vehicle accident with injury	3	0.27%
322 - Motor vehicle accident with injuries	24	2.15%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.18%
324 - Motor vehicle accident with no injuries.	50	4.48%
363 - Swift water rescue	4	0.36%
381 - Rescue or EMS standby	1	0.09%
411 - Gasoline or other flammable liquid spill	2	0.18%
412 - Gas leak (natural gas or LPG)	16	1.44%
424 - Carbon monoxide incident	3	0.27%
440 - Electrical wiring/equipment problem, other	4	0.36%
441 - Heat from short circuit (wiring), defective/worn	1	0.09%
444 - Power line down	3	0.27%
445 - Arcing, shorted electrical equipment	3	0.27%
460 - Accident, potential accident, other	1	0.09%
480 - Attempted burning, illegal action, other	1	0.09%
500 - Service Call, other	3	0.27%
510 - Person in distress, other	1	0.09%
512 - Ring or jewelry removal	1	0.09%
521 - Water evacuation	1	0.09%
531 - Smoke or odor removal	2	0.18%
541 - Animal problem	1	0.09%
542 - Animal rescue	4	0.36%
550 - Public service assistance, other	2	0.18%
551 - Assist police or other governmental agency	7	0.63%
553 - Public service	12	1.08%
554 - Assist invalid	2	0.18%
561 - Unauthorized burning	11	0.99%
600 - Good intent call, other	2	0.18%
611 - Dispatched & cancelled en route	59	5.29%
622 - No incident found on arrival at dispatch address	8	0.72%
631 - Authorized controlled burning	5	0.45%
651 - Smoke scare, odor of smoke	2	0.18%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.09%
671 - HazMat release investigation w/no HazMat	1	0.09%
700 - False alarm or false call, other	3	0.27%
710 - Malicious, mischievous false call, other	1	0.09%
721 - Bomb scare - no bomb	1	0.09%
730 - System malfunction, other	1	0.09%
732 - Extinguishing system activation due to malfunction	2	0.18%
733 - Smoke detector activation due to malfunction	1	0.09%
735 - Alarm system sounded due to malfunction	4	0.36%
743 - Smoke detector activation, no fire - unintentional	6	0.54%

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



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
745 - Alarm system activation, no fire - unintentional	5	0.45%
746 - Carbon monoxide detector activation, no CO	1	0.09%
TOTAL INCIDENTS:	1115	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.



Lampasas Fire Department

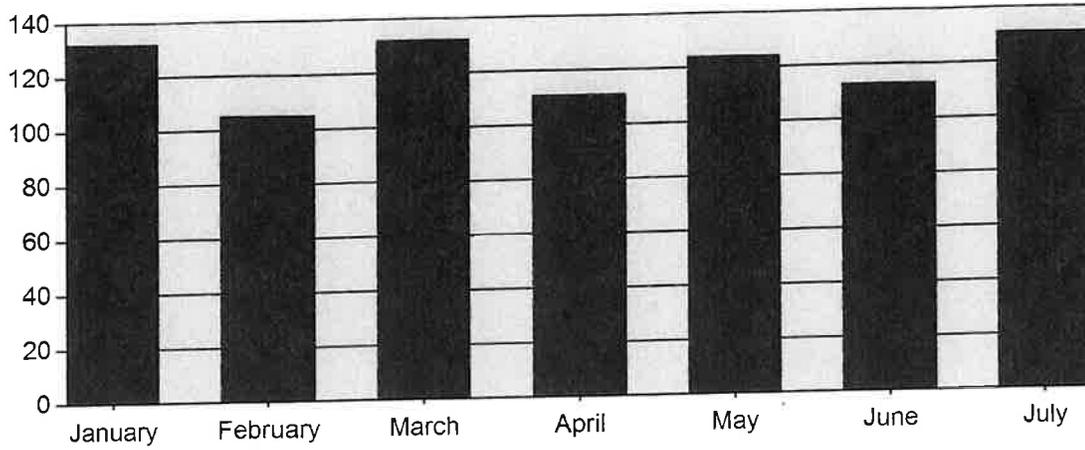
Lampasas, TX

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Incidents by Month for Month Range

Start Month: January | End Month: July | Year: 2023



MONTH	INCIDENTS
January	132
February	105
March	132
April	111
May	124
June	113
July	131

Only REVIEWED incidents included



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Lampasas Fire Department

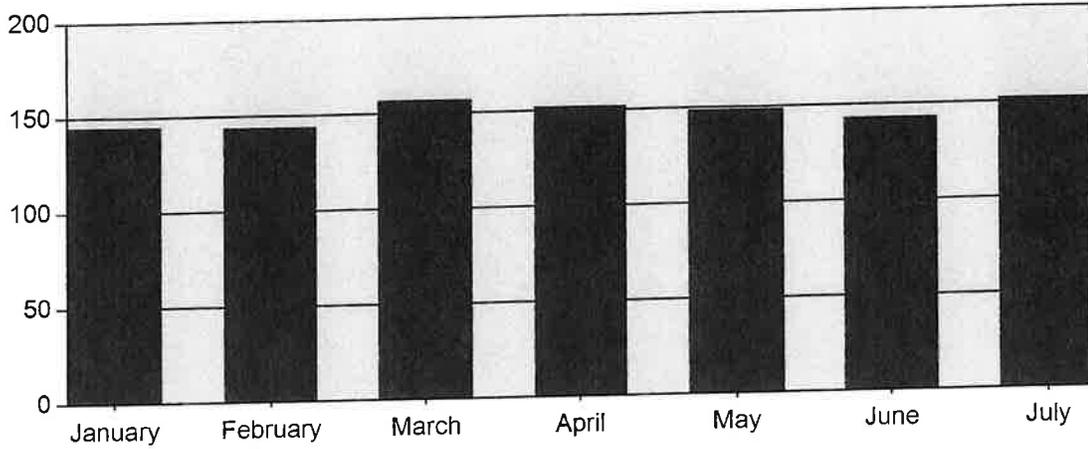
Lampasas, TX

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Incidents by Month for Month Range

Start Month: January | End Month: July | Year: 2024



MONTH	INCIDENTS
January	145
February	144
March	157
April	152
May	149
June	143
July	152

Only REVIEWED incidents included

Lampasas Fire Department

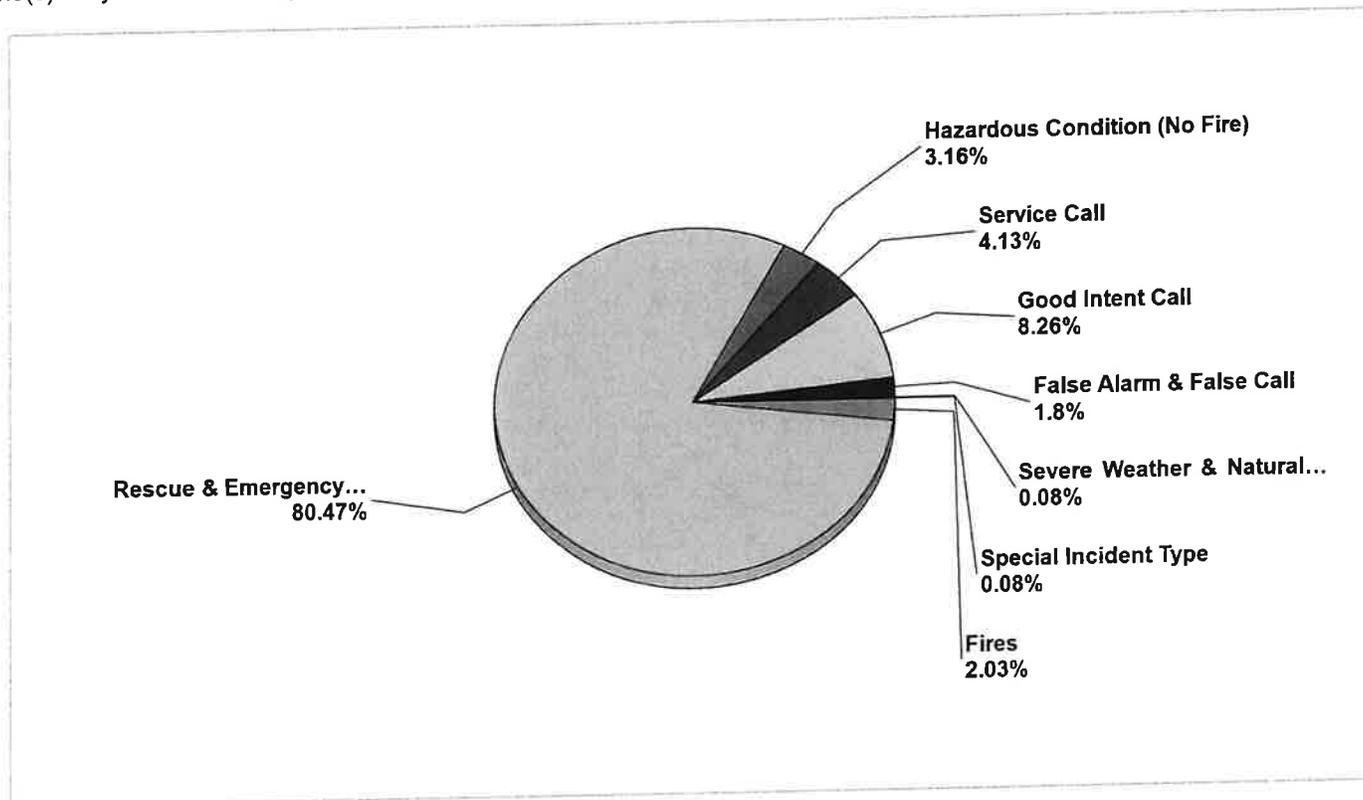
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): City Limits - NE, City Limits - NW, City Limits - SE, City Limits - SW | Start Date: 01/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	27	2.03%
Rescue & Emergency Medical Service	1071	80.47%
Hazardous Condition (No Fire)	42	3.16%
Service Call	55	4.13%
Good Intent Call	110	8.26%
False Alarm & False Call	24	1.8%
Severe Weather & Natural Disaster	1	0.08%
Special Incident Type	1	0.08%
TOTAL	1331	100%

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

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	4	0.3%
111 - Building fire	8	0.6%
112 - Fires in structure other than in a building	1	0.08%
113 - Cooking fire, confined to container	1	0.08%
114 - Chimney or flue fire, confined to chimney or flue	1	0.08%
118 - Trash or rubbish fire, contained	1	0.08%
132 - Road freight or transport vehicle fire	1	0.08%
140 - Natural vegetation fire, other	1	0.08%
142 - Brush or brush-and-grass mixture fire	4	0.3%
143 - Grass fire	1	0.08%
150 - Outside rubbish fire, other	2	0.15%
154 - Dumpster or other outside trash receptacle fire	1	0.08%
162 - Outside equipment fire	1	0.08%
300 - Rescue, EMS incident, other	1	0.08%
311 - Medical assist, assist EMS crew	976	73.33%
320 - Emergency medical service, other	1	0.08%
321 - EMS call, excluding vehicle accident with injury	6	0.45%
322 - Motor vehicle accident with injuries	32	2.4%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.08%
324 - Motor vehicle accident with no injuries.	51	3.83%
352 - Extrication of victim(s) from vehicle	1	0.08%
353 - Removal of victim(s) from stalled elevator	1	0.08%
372 - Trapped by power lines	1	0.08%
410 - Combustible/flammable gas/liquid condition, other	1	0.08%
411 - Gasoline or other flammable liquid spill	5	0.38%
412 - Gas leak (natural gas or LPG)	24	1.8%
413 - Oil or other combustible liquid spill	2	0.15%
420 - Toxic condition, other	2	0.15%
422 - Chemical spill or leak	2	0.15%
424 - Carbon monoxide incident	4	0.3%
480 - Attempted burning, illegal action, other	2	0.15%
511 - Lock-out	3	0.23%
512 - Ring or jewelry removal	1	0.08%
520 - Water problem, other	1	0.08%
542 - Animal rescue	3	0.23%
550 - Public service assistance, other	10	0.75%
551 - Assist police or other governmental agency	5	0.38%
553 - Public service	16	1.2%
554 - Assist invalid	5	0.38%
561 - Unauthorized burning	11	0.83%
600 - Good intent call, other	2	0.15%
611 - Dispatched & cancelled en route	85	6.39%
622 - No incident found on arrival at dispatch address	2	0.15%
631 - Authorized controlled burning	4	0.3%
651 - Smoke scare, odor of smoke	15	1.13%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.08%
653 - Smoke from barbecue, tar kettle	1	0.08%
700 - False alarm or false call, other	4	0.3%
710 - Malicious, mischievous false call, other	1	0.08%
711 - Municipal alarm system, malicious false alarm	1	0.08%
733 - Smoke detector activation due to malfunction	2	0.15%
735 - Alarm system sounded due to malfunction	3	0.23%
736 - CO detector activation due to malfunction	1	0.08%
743 - Smoke detector activation, no fire - unintentional	4	0.3%
745 - Alarm system activation, no fire - unintentional	7	0.53%

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



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
746 - Carbon monoxide detector activation, no CO	1	0.08%
814 - Lightning strike (no fire)	1	0.08%
911 - Citizen complaint	1	0.08%
TOTAL INCIDENTS:	1331	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.



Lampasas Fire Department

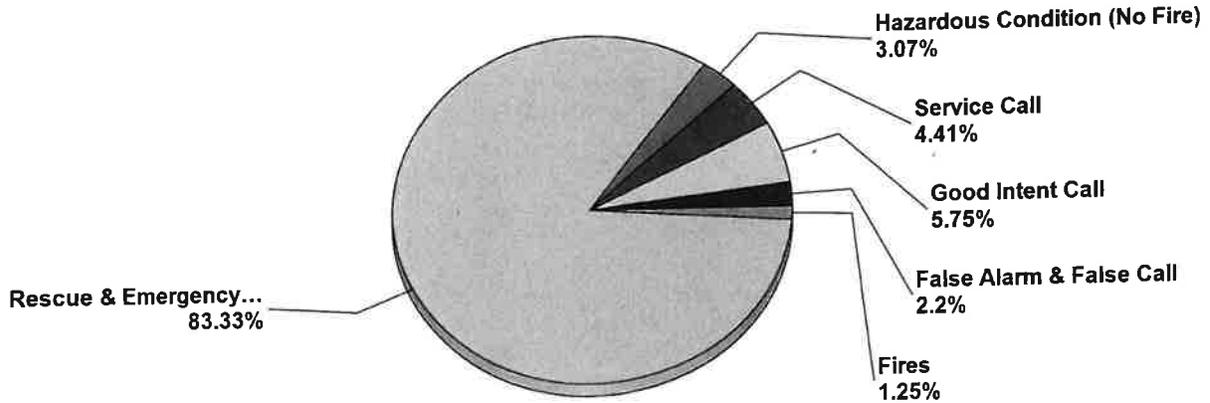
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): City Limits - NE, City Limits - NW, City Limits - SE, City Limits - SW | Start Date: 01/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	13	1.25%
Rescue & Emergency Medical Service	870	83.33%
Hazardous Condition (No Fire)	32	3.07%
Service Call	46	4.41%
Good Intent Call	60	5.75%
False Alarm & False Call	23	2.2%
TOTAL	1044	100%

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



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.1%
113 - Cooking fire, confined to container	1	0.1%
131 - Passenger vehicle fire	3	0.29%
132 - Road freight or transport vehicle fire	1	0.1%
138 - Off-road vehicle or heavy equipment fire	1	0.1%
140 - Natural vegetation fire, other	1	0.1%
143 - Grass fire	2	0.19%
150 - Outside rubbish fire, other	1	0.1%
154 - Dumpster or other outside trash receptacle fire	1	0.1%
160 - Special outside fire, other	1	0.1%
300 - Rescue, EMS incident, other	2	0.19%
311 - Medical assist, assist EMS crew	802	76.82%
321 - EMS call, excluding vehicle accident with injury	3	0.29%
322 - Motor vehicle accident with injuries	15	1.44%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.19%
324 - Motor vehicle accident with no injuries.	45	4.31%
381 - Rescue or EMS standby	1	0.1%
411 - Gasoline or other flammable liquid spill	2	0.19%
412 - Gas leak (natural gas or LPG)	16	1.53%
424 - Carbon monoxide incident	3	0.29%
440 - Electrical wiring/equipment problem, other	3	0.29%
441 - Heat from short circuit (wiring), defective/worn	1	0.1%
444 - Power line down	3	0.29%
445 - Arcing, shorted electrical equipment	2	0.19%
460 - Accident, potential accident, other	1	0.1%
480 - Attempted burning, illegal action, other	1	0.1%
500 - Service Call, other	3	0.29%
510 - Person in distress, other	1	0.1%
512 - Ring or jewelry removal	1	0.1%
521 - Water evacuation	1	0.1%
531 - Smoke or odor removal	2	0.19%
541 - Animal problem	1	0.1%
542 - Animal rescue	4	0.38%
550 - Public service assistance, other	2	0.19%
551 - Assist police or other governmental agency	7	0.67%
553 - Public service	12	1.15%
554 - Assist invalid	2	0.19%
561 - Unauthorized burning	10	0.96%
600 - Good intent call, other	2	0.19%
611 - Dispatched & cancelled en route	45	4.31%
622 - No incident found on arrival at dispatch address	8	0.77%
631 - Authorized controlled burning	3	0.29%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.1%
671 - HazMat release investigation w/no HazMat	1	0.1%
700 - False alarm or false call, other	3	0.29%
710 - Malicious, mischievous false call, other	1	0.1%
721 - Bomb scare - no bomb	1	0.1%
732 - Extinguishing system activation due to malfunction	2	0.19%
733 - Smoke detector activation due to malfunction	1	0.1%
735 - Alarm system sounded due to malfunction	4	0.38%
743 - Smoke detector activation, no fire - unintentional	6	0.57%
745 - Alarm system activation, no fire - unintentional	5	0.48%
TOTAL INCIDENTS:	1044	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.

Lampasas Fire Department

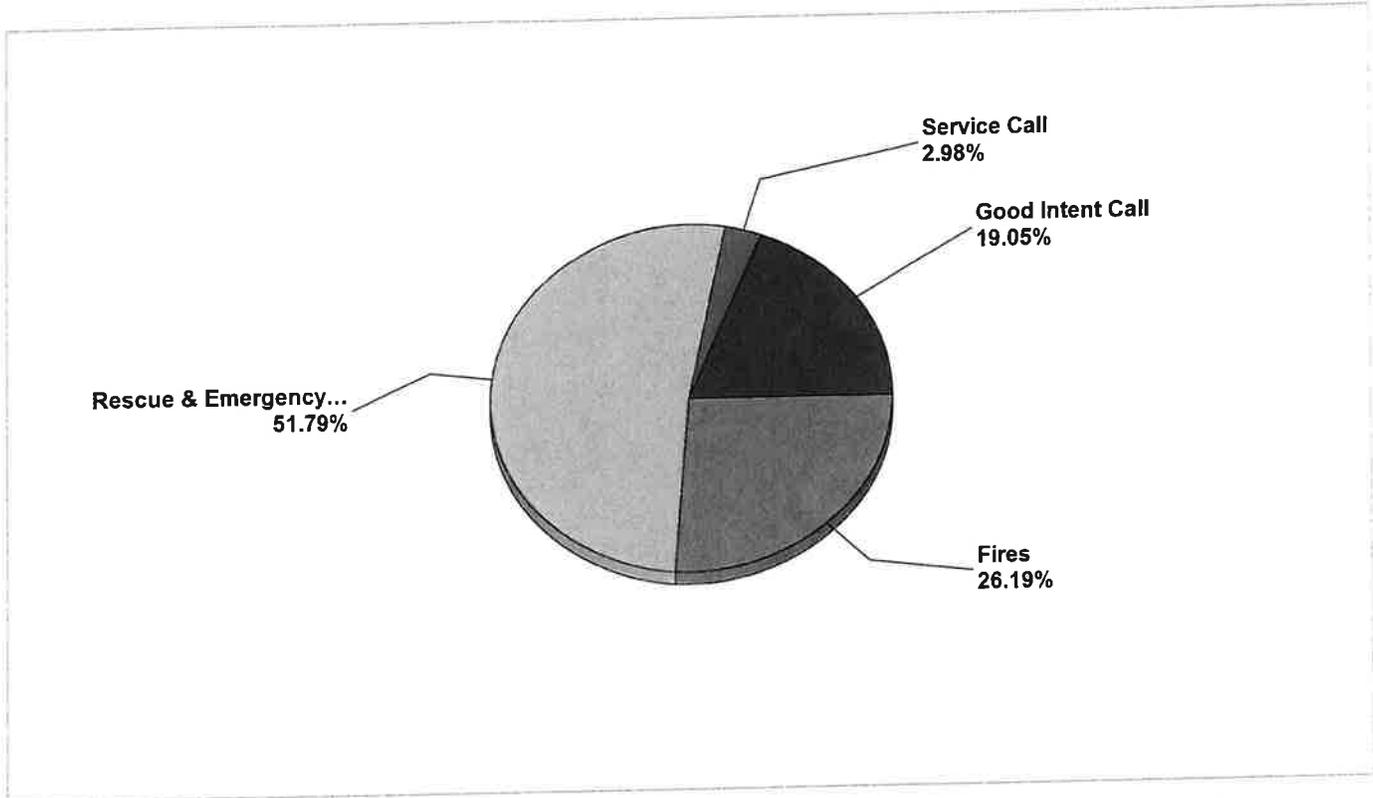
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): County - ESD #7 (BURNET), County - PCT 1, County - PCT 2, County - PCT 4, Coutry - PCT 3 and 1 more | Start Date: 01/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	44	26.19%
Rescue & Emergency Medical Service	87	51.79%
Service Call	5	2.98%
Good Intent Call	32	19.05%
TOTAL	168	100%

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

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.6%
111 - Building fire	8	4.76%
114 - Chimney or flue fire, confined to chimney or flue	1	0.6%
122 - Fire in motor home, camper, recreational vehicle	1	0.6%
130 - Mobile property (vehicle) fire, other	1	0.6%
131 - Passenger vehicle fire	4	2.38%
132 - Road freight or transport vehicle fire	1	0.6%
138 - Off-road vehicle or heavy equipment fire	2	1.19%
142 - Brush or brush-and-grass mixture fire	6	3.57%
143 - Grass fire	18	10.71%
161 - Outside storage fire	1	0.6%
311 - Medical assist, assist EMS crew	44	26.19%
322 - Motor vehicle accident with injuries	21	12.5%
324 - Motor vehicle accident with no injuries.	20	11.9%
350 - Extrication, rescue, other	1	0.6%
352 - Extrication of victim(s) from vehicle	1	0.6%
550 - Public service assistance, other	1	0.6%
553 - Public service	2	1.19%
561 - Unauthorized burning	2	1.19%
611 - Dispatched & cancelled en route	25	14.88%
622 - No incident found on arrival at dispatch address	3	1.79%
631 - Authorized controlled burning	2	1.19%
651 - Smoke scare, odor of smoke	2	1.19%
TOTAL INCIDENTS:	168	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.



Lampasas Fire Department

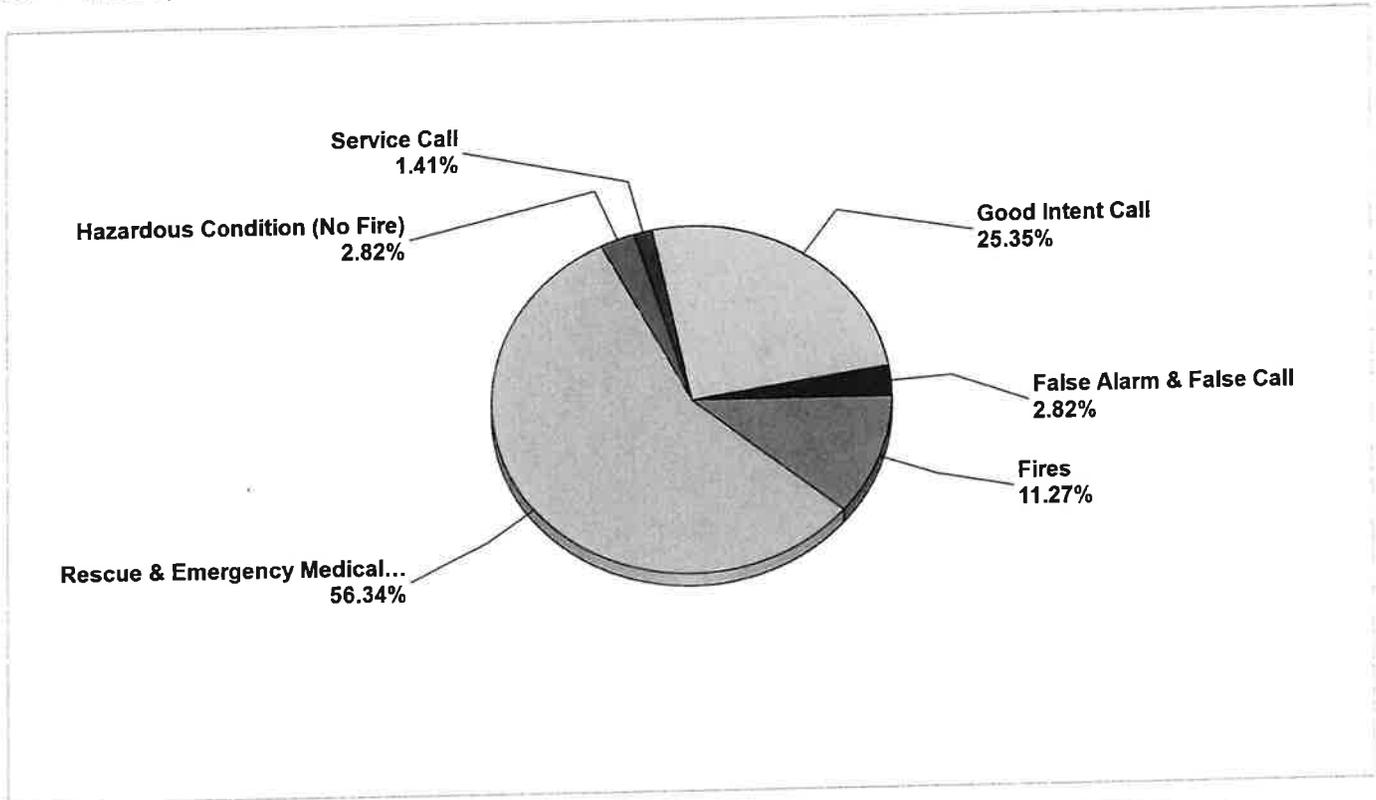
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): County - ESD #7 (BURNET), County - PCT 1, County - PCT 2, County - PCT 4, Coutny - PCT 3 and 1 more | Start Date: 01/01/2024 | End Date: 12/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	11.27%
Rescue & Emergency Medical Service	40	56.34%
Hazardous Condition (No Fire)	2	2.82%
Service Call	1	1.41%
Good Intent Call	18	25.35%
False Alarm & False Call	2	2.82%
TOTAL	71	100%

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



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	4.23%
131 - Passenger vehicle fire	1	1.41%
142 - Brush or brush-and-grass mixture fire	2	2.82%
143 - Grass fire	2	2.82%
311 - Medical assist, assist EMS crew	22	30.99%
322 - Motor vehicle accident with injuries	9	12.68%
324 - Motor vehicle accident with no injuries.	5	7.04%
363 - Swift water rescue	4	5.63%
440 - Electrical wiring/equipment problem, other	1	1.41%
445 - Arcing, shorted electrical equipment	1	1.41%
561 - Unauthorized burning	1	1.41%
611 - Dispatched & cancelled en route	14	19.72%
631 - Authorized controlled burning	2	2.82%
651 - Smoke scare, odor of smoke	2	2.82%
730 - System malfunction, other	1	1.41%
746 - Carbon monoxide detector activation, no CO	1	1.41%
TOTAL INCIDENTS:	71	100%

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



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Parks Department Annual Report 2024



Departmental Staff

- ▶ Our Departmental Staff Consists Of:
- ▶ Parks Director – Chris Eicher
- ▶ Parks Secretary – Lupe Charping
- ▶ Parks Superintendent – Jessie Acosta
- ▶ Park Technicians – John Grantland, Abel Palacio, Rodney Kepler, Tyler Everts and Juan Guerra
- ▶ Cemetery Crew Leader – Jacob Rivera
- ▶ Cemetery Care Takers – Josh Palacio and Marcial Chapa
- ▶ Sports Facilities Crew Leader – Steven Knowlton
- ▶ Sports Facilities Technicians – Nick Geagley (We Also Had 2 Summer Helpers Through Workforce)
- ▶ 26 Seasonal Pool Staff – 2 Assistant Pool Managers, 2 Grounds Maintenance Personnel, And 22 Lifeguards / Cashiers

Projects

Completed:

Gateway Sign on 183 South

Concrete Walkway to
Community Garden

Concrete Pad For
Skatepark Pavilion

Replaced Playground
Mulch @ 580 Complex And
Brook Park

Completed Installation Of
Exercise Equipment @580
Complex



Lampasas Municipal Airport Projects In Progress

**Working With TxDOT, Parkhill Smith
And Cooper, And Centurion On
Airport Layout Plan**

**Executed An Agreement With DBT To
Recommission the AWOS System
Through FAA**

**Executed A Contract With BGIS To
Replace The 100LL Fuel Tank. The
New Tank Will Be 12,000 Gallons With
Full Containment System**

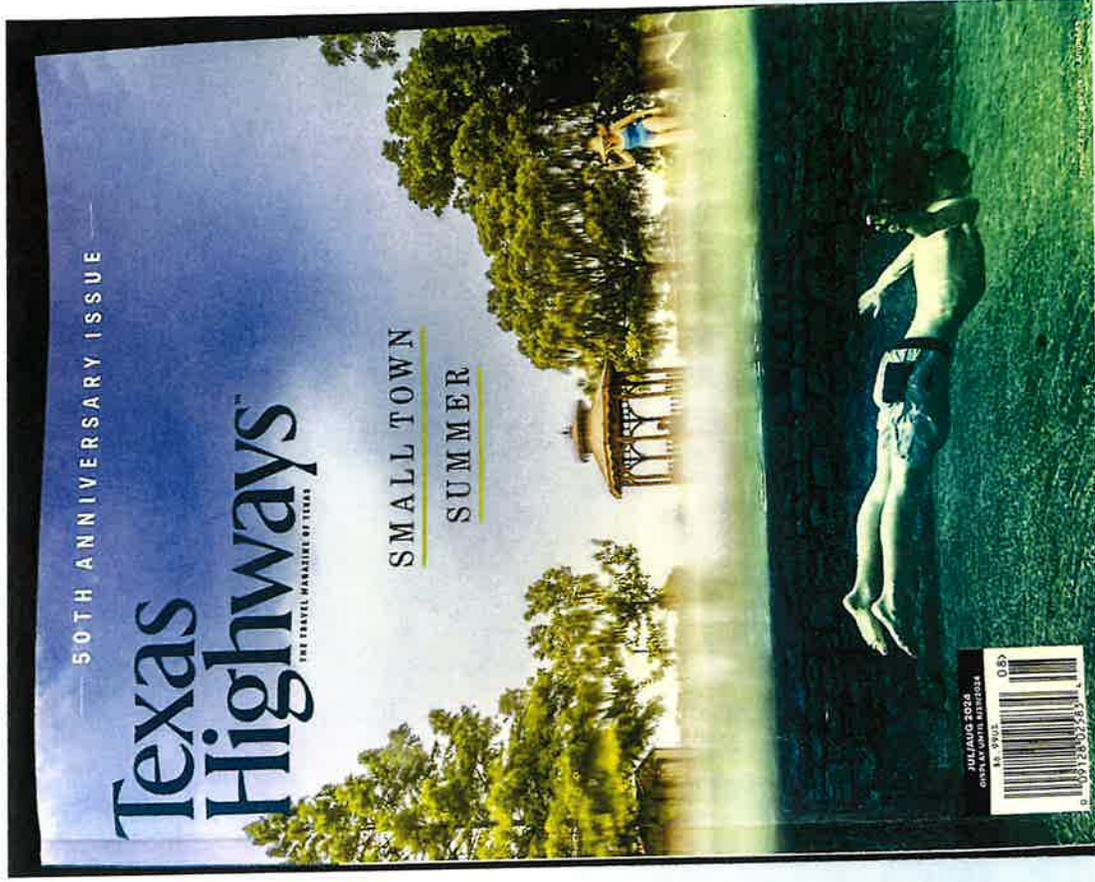


2024 Pool Season Events

We Hosted A Dive In Movie @ Hanna Pool On June 15th, Back To School Bash On August 2nd, Numerous Pool Parties And Youth / Church Gatherings, And Baptisms

We Did Have To Cancel Multiple Events Due To Short Staffing

Note: Hancock Pool Made The Cover Of The 50th Anniversary Edition Of Texas Highways



2023 / 2024 Projects in Progress



- Hike and Bike Trails @ 580 Sports Complex
- Parking Lot, Lighting, Electrical Upgrades, And Walkway to Skatepark
- 10 X 20 Pavilion For Skatepark
- Improved Parking For Cooper Springs Nature Park
- Storage Building inside Cooper Springs Nature Park
- Planning For New Lighting @ Turner Complex
- Hostess House Rehab



Overview of Areas Maintained: 600 Acres

- 580 Sports Complex
- Ave A Park
- Campbell Park and Hanna Pool
- City Hall Complex
- College St Park, Colored School and New Hope Church
- Cook Cemetery
- Cooper Springs Nature Park
- Gavin Garrett Soccer Complex
- Goodrich Tennis Courts
- Hancock Park, Pool and Pavilion
- Head Start and Senior Center
- Hostess House
- Library
- Municipal Airport
- Oak Hill Cemetery
- Susann Park
- Turner Complex
- WM Brook Park

2024 Calendar of Events For All Parks Areas

- ▶ October - LAFTA Boots and Blazers Event, Squared Silly, Go Texan BBQ Cook Off, Fall Fest
- ▶ November - Hunters Welcome, City Wide Garage Sale
- ▶ December - Carol Of Lights, Christmas On The Creek
- ▶ January - Bark For Life, Removal of All Christmas Decorations
- ▶ April - LAFTA Kids Event, Easter Egg Hunts, Riata Roundup & LTX BBQ Cook Off
- ▶ May - Both Pools Open For The Season, Promenade
- ▶ June - ATLAS 4000, Kidfish And Camping Event, Sulphur Creek Car Cruise, Moonlight Swim, Dive In Movie
- ▶ July - Spring Ho
- ▶ September - Begin Prep Work On Christmas Displays
- ▶ Numerous Weddings, Family Reunions, Birthday Parties, Sporting Events and Tournaments

Memo

To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Wednesday, August 14, 2024
Re: July Monthly Report



Information Systems

Service Tickets - Social Media - Website Stats

IT Service Tickets	240
Facebook Followers	8,215
Twitter Followers	787
Instagram Followers	884
Website Page Views	47,734

IT Supported Hardware & Software

PCs	101	Wireless Access Points (WAP)	16	Servers	30
Laptops	60	Verizon Aircards	16	Firewalls	3
Printers	78	Network Attached Storage (NAS)	5	Tablets	15
Switches	22	Cell Phones	44	Software Applications	30+
CC Reader	8	Security Cameras	34	CradlePoint Routers	20
Time Clock	4	WatchGuard Dock	8		

July Projects Completed:

- Troubleshooted latency issues with AT&T on fiber circuits
- Contacted AT&T regarding invoice charges/credits to account
- SW Fiber Optics was onsite to repair 48 count of damaged fiber near PW
- Re-configured Streets Department Switch
- Re-configured Electric Department Switch
- Continued setting up Network Monitoring software
- Attended CJIS Awareness training webinars
- Meeting with AT&T to discuss replacement of copper lines within the city
- Replacement desktop PCs in various departments
- Deployed annual Security Awareness Training to staff & council
- Configured/replaced Golf Sales PC/software
- Assisted with Time & Attendance issues
- Nextlink onsite at Parks for internet issues/repairs
- Building Official replacement Verizon jetpack
- All Seasons onsite for maintenance to IT Building server room mini-split
- Ordered/installed replacement security cameras
- Posted Fall events on website

August Projected Projects:

- Attend CJIS Awareness training monthly chat webinars
- Assist with City Canon configuration/installation/replacement for Xerox
- AT&T fiber outage/schedule fiber repair at IT Building
- AT&T onsite for fiber repair at IT Building
- Work with vendor and staff to prepare CJIS audit documents
- Attend simulated CJIS audit with staff and TSM Consulting
- Meet with Colonial for Open Enrollment
- Attend AT&T VOIP solution product demonstration
- Install WatchGuard video software update to all PD PCs
- Work with PD, Court, and vendor on citation import errors
- Report Texas DIR Security Awareness Training to State- HB 3834
- Create ticket with Nextlink for internet outage at Hancock Park Pool
- Obtain quote for WatchGuard AuthPoint licenses for PD

- Install security camera at WM Brook Park/Campbell Park
- Configure/replace (4) replacement EOL switches at IT & PD
- Configure/install replacement IT Dept file server
- Configure city phones not on MDM (mobile device management)
- Deactivate network/email user accounts for employees leaving/archive their documents/emails
- 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 (3) Ubiquiti NVR's for security cameras *(completed)*
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks *(completed)*
- FY 23-24 Budget projections *(completed)*
- FY 24-25 Proposed Budget *(completed)*
- Obtain quote/configure/install replacement Golf Manager Color LaserJet printer *(completed)*
- Deploy City wide cyber security training for all employees/report to State DIR *(completed)*
- Obtain quotes/configure/replace (1) NAS Synology file server (ordered)
- Obtain quotes/configure/replace (4) EOL switches (PD, IT Building) (ordered)
- Verizon JetPack upgrades (ongoing)
- Upgrade to Windows 11 OS on all desktop PCs & Servers with Windows 10 OS
- Dispose of outdated/broken technology items

Daily/Weekly/Monthly Tasks:

- OS updates on all NAS devices, firewalls, WAPs
- Activate/configure all City data cell phones
- Activate/configure all City Verizon jetpacks
- Assist with all issues related to online payments
- Install Windows updates on City/PD servers & workstations
- Content updates to City website/social media platforms/setup recurring dlvr.it social media posts
- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus/spyware definitions and apply security patches to computers/servers
- Prepare reports for and attend directors meeting and City Council meeting

- Continued education of network security threats
- Continued research of applications/software for departments
- Documentation for all software/hardware configurations
- Setup Council Live Stream meetings/archive to website and file server
- Create cyber security phishing campaigns/deploy to employees/council members

Future Projects & Goals:

- Configure/replace PD security cameras (FY 24-25)
- Deploy Library Cybrarian software/thin clients (FY 24-25)
- CJIS Security Audit (FY 24-25)
- Configure/install security cameras at Parks facilities (FY 24-25)
- Migrate Incode v.9 to Incode v.10 Cloud (FY 25-26)
- Migrate e-merchant solution to Tyler Web Payments (FY 25-26)
- Obtain quote/configure/replace Utility Billing & Municipal Court chip readers (FY 25-26)
- Core & Main water meter software upgrade (Neptune 360) (FY 25-26) (EOL)
- Replace Utility Billing Printronix printer (FY 25-26) (EOL)
- Replace City Watchguard Firewall (FY 25-26) EOL
- Replace PD Watchguard Firewall (FY 25-26) EOL
- Configure/setup Library PC/(2) receipt printers/(2) credit card readers/Incode (FY 25-26)
- City Website Re-Design (FY 25-26)
- EDC Website Re-Design (FY 25-26)
- Replace (7) EOL PD Toughbooks (FY 25-26)
- Replace (10) EOL Switches (FY 25-26)
- Nextlink internet service at critical infrastructure sites



CITY SECRETARY DEPARTMENT/ JULY 2024 MONTHLY REPORT

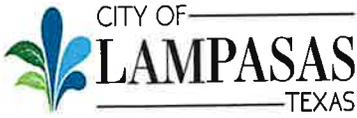
Brief Monthly Overview of Department Employees:

Becky Sims, City Secretary/Zoning Administrator

- Assisted the City Manager, ACM, EDC Director and Building Official with daily operations.
- Posted packet, attended and took minutes for the LEDC Meeting July 17, 2024.
- Posted packet, attended and took minutes for Planning and Zoning meeting on July 11, 2024.
- Prepared and posted packet, attended and took minutes for the July 15 and July 22 and July 24, 2024 City Council Meeting
- Met with investors regarding Northington Creek Estates, July 16, 2024.
- Attended Hostess House Meeting on July 3 and July 17 and July 31, 2024.
- Supported Spring Ho and Courtyard Square Association with Window Decorating on July 11, 2024.
- Worked on the Central Texas Entrepreneur Summit on July 23, 2024.
- Held a bid opening for Wayfinding and Solid Waste on July 9, 2024.
- Attended a Hill Country Chapter meeting on July 30, 2024.
- Submitted Commercial Plan Sets to ICC for Third Party Review
- Worked on updating MYGOV with developer.
- 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 July.
- Worked on updating MYGOV with developer
- Attended July City Council Meetings
- Attended July LEDC Meetings
- Prepared Cemetery Deeds and filed with County
- Handled Waste Connection Inquiries
- Cross-Training and learning about Zoning
 - Prepared map for tax cards/created labels
 - Attended ZBA & Planning & Zoning Meetings
- Attended Hostess House Pre-Construction Meetings
- Attended Hostess House Bi-Weekly Meetings
- Attended Bid Openings for Solid Waste and Wayfinding Bids



Finance/Utility Billing & Collection

MEMO

Date: August 21, 2024

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for July 2024

Finance Department:

- * Worked on budget numbers and adjustments.
- * Billed out monthly A/R invoices for Airport, Cemetery, and Dumping at the WWTP.
- * Worked with IT on Time and Attendance issues.
- * Continue working with staff on organization of files.
- * 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 purchases for correct GL posting. Correct any posting errors.
- * Recorded various Journal entries for sales tax, bank reconciliations, etc.
- * Sales Tax for July was \$242,829 which is an increase of 5% from July 2023.
- * Reconciled 18 bank accounts
 - Processed 412 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for July 2024 was 5% lower than what was billed in July 2023.
The Water billing for July 2024 was 11% lower than what was billed in July 2023.
- July Statistics for the department:

Total Water Customers	3,661
Total Wastewater Customers	2,913
Total Electric Customers	5,172
Residential Garbage Customers	2,791
Connects:	35
Disconnects:	45
Read In/Read Out:	43
Disconnects for Non-Pay:	19 (10 reconnected)
(days over 100 degrees we will not disconnect)	



Memo

To: City Manager Finley deGraffenried

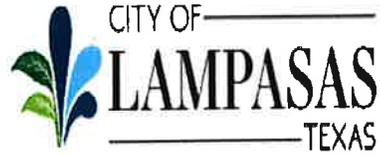
From: Police Chief Jody Cummings

Date: 08.02.24

Re: **Police Department** Monthly –July, 2024

1. Chief of Police Jody Cummings attended 2 regular City Council Workshop Regular Meetings.
2. Chief Cummings attended one Special City Council meeting.
3. Chief Cummings attended 5 Director's meetings.
4. Chief Cummings, Assistant Chief Charlie Boswell, Patrol/Code Enforcement Officer Brandon English attended a Code Enforcement Meeting at City Hall.
5. Police Department patrol and SRO officers attended required ALERRT (Advanced Law Enforcement Rapid Response Training) at the Copperas Cove Police Department.
6. Police Department staff continued working on the departmental Policy and Procedures update.
7. Police Department employees were treated to a complimentary pork chop lunch by Benny Boyd's.
8. All Police Department staff attended semi-annual CPR training hosted by Hamilton EMS.
9. The Police Department supported the annual Spring Ho Festival.
10. Lampasas Animal Shelter Director Kasey Schwartzer attended the scholarship-funded Best Friend's Animal Society's annual conference in Florida.

Summary Notes	
Building permits are down from 49 in June 2024 to 35 in July 2024.	
YTD Residential Fees Collected	\$2,874.09
YTD Commercial Fees Collected	\$9,125.52



July, 2024

This month's report concerning the activities of the Inspection Division is respectfully submitted. The summary is as follows:

The largest commercial project for the month:	
Permit #: 2024-260	
Street: 301 N. Key Ave	
Value: \$56,000	

Inspections made year to date are as follows:	
Building Inspections	180
Electrical Inspections	87
Gas Inspections	12
Irrigation Inspections	1
Plumbing Inspections	102
Fire Inspections	1
Mechanical Inspections	1
Storage Building	1
Total # of Inspections	385

Major categories of permits issued y.t.d. as follows:	
Commercial	52
Residential	161
Total # of Permits	213

Last Year - This Year	July, 2023	July, 2024	% Change
Number of Permits	14	35	150.00%
Total Valuation	\$26,800.00	\$301,580.05	1025.30%
Total Fees	\$1,147.50	\$11,999.61	945.72%

Year to Date	January, 2023 to July, 2023	January, 2024 to July, 2024	% Change
Number of Permits	287	213	-25.78%
Total Valuation	\$2,589,504.15	\$2,949,636.26	13.91%
Total Fees	\$25,844.39	\$62,894.33	143.36%

12 Months Previous Year	July, 2022 to July, 2023	July, 2023 to July, 2024	% Change
Number of Permits	386	325	-15.80%
Total Valuation	\$3,284,004.10	\$3,777,715.57	15.03%
Total Fees	\$35,819.99	\$74,360.17	107.59%

Memo



To: Finley deGraffenried, City Manager
From: Vicki Tower, HR Coordinator
Date: August 12, 2024
Re: Monthly Report – July 2024

Human Resources

Brief Monthly Overview - Human Resources

Vicki Tower, HR Coordinator

- Attended Athletic Field Technician interviews on July 1st
- New hire paperwork and orientation on July 3rd for Seasonal Pool position – Head Lifeguard
- New hire orientations and paperwork for 2 Full-time Firefighters on June 3rd
- Attended Athletic Field Technician interview on July 8th
- Attended Golf Course Greenskeeper interview on July 8th
- Attended HealthEquity webinar on July 9th
- New hire orientation and paperwork on July 15th for Golf Course Greenskeeper
- Attended Athletic Field Tech interview on July 15th
- Attended meetings to review proposed medical, dental and vision insurance rates for FY24-25
- Met with Leavitt Group on July 18th regarding FY24-25 Baylor Scott & White Health Plan renewal
- Attended City Council Meeting on July 22nd
- Began preparations for FY24-25 Open Enrollment in August
- 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: 118 Full-time positions, 16 Part-time positions, 29 Seasonal Part-time
- Posted Vacancies:
 - Full-time: Line Worker; Golf Course Greenskeeper; Economic Development Director; City Manager

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City of Lampasas

M E M O

To: Mayor and City Council
From: Ryan Ward
Re: ACM Report
Date: August 23, 2024

US HWY 281 Staff has been working closely with TXDOT on the US HWY 281 Project. There is a redesign of the culvert that runs beneath the roadway and into Ruth Eakin Park, that will require the concrete channel in front of the stage to be lowered. Current staff is reviewing the plan and the work will commence after approval. Also, the Naruna Rd. widening at the intersection of US HWY 281 is close to completion, as well as the Hostess House entrance.

2nd Street Project JHL Construction, who was awarded the 2nd Street Project, will tentatively mobilize the week of September 3, 2024. Be prepared for road closures and delays going forward. This project has 180 days in the contract.

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City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action to approve the first reading of an ordinance amending the City of Lampasas Code of Ordinances, Chapter 22, Businesses, creating Article VII, Short Term Rentals, including requirements for registering, permitting, administration, personnel and collection of hotel occupancy tax fees.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: August 23, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

At the direction of City Council at the July 22, 2024 meeting, Staff has prepared the attached draft STR Ordinance for review. This item was discussed during workshop.

Recommendation:

To consider a motion to approve the first reading of an Ordinance amending the City of Lampasas Code of Ordinances, Chapter 22, Businesses, creating Article VII, Short Term Rentals, including requirements for registering, permitting, administration, personnel and collection of hotel occupancy tax fees.

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ITEM NO. 7.2

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

Subject:

Discussion and possible action to increase wastewater base rates for residential, commercial and industrial customers by \$5.00.

Requested By: Ryan Ward, ACM

Submitted By: Ryan Ward, ACM

Date Submitted: August 22, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

As discussed during budget workshops, wastewater rates were last increased in October 2018. At that time the base rate increased by \$1.30 and the rate per 1,000 gallons increased by \$.05. This item has been placed on the agenda for Council consideration to increase the base rate by \$5.00 for all residential and commercial accounts effective October 1, 2024. This will not impact the per 1,000-gallon rate as that will remain the same. This new rate is still competitive and, in some instances, lower than surrounding utility providers.

Recommendation:

To consider a motion to increase wastewater base rates for residential and commercial customers by \$5.00 effective October 1, 2024.

ELECTRIC RATES
(Effective July 1, 2023)

<u>Residential</u>	
Customer Charge	
Urban	\$8.00
Rural	\$15.00
Per kWh	.12008
Purchase Power Cost Adjustment-Varies monthly	
<u>Small General Service</u>	
Customer Charge	
Urban	\$14.50
Rural	\$21.50
Per kWh	.12158
School Discount	\$-0.0025 per kWh
Purchase Power Cost Adjustment-Varies monthly	
<u>Large General Service</u>	
Customer Charge	
Urban	\$19.00
Rural	\$26.00
Demand Charge	\$6.36 per kW
Per kWh	.10016
School Discount	\$-0.0025 per kWh
Purchase Power Cost Adjustment-Varies monthly	
<u>Industrial</u>	
Customer Charge	\$31.00
Demand Charge	\$6.36 per kW
Per kWh	.09866
School Discount	\$-0.0025 per kWh
Purchase Power Cost Adjustment-Varies monthly	
<u>Municipal (Exempt from Sales Tax)</u>	
Customer Charge	\$12.00 per month
Per kWh	.10086
Purchase Power Cost Adjustment-Varies monthly	

Industrial Contract (IC)
All customers qualifying for the Industrial Contract rate must enter into a contract with the City. Industrial Contract customers will be subject to the Purchased Power Cost Adjustment.

Security Lighting (SL)
Initial Street Light Charge \$185.00
Street Lights (monthly) \$7.50

Sales Tax

Residential	1.50%
Commercial	8.25%
Urban	6.75%
Rural	

WATER RATES
(Effective July 1, 2023)

Residential and Apartments Separately Metered

Minimum Base Rate	
Urban	\$29.50
Rural	\$44.50
Per 1,000 gallons	
Urban	\$4.65
Rural	\$4.70

Commercial and Industrial

Minimum Base Rate	
Urban	\$36.50
Rural	\$54.50
Per 1,000 gallons	
Urban	\$4.80
Rural	\$4.80

Apartment with a Single Master Meter

Minimum Base Rate per apartment unit	
Urban	\$24.50
Rural	\$39.50
Per 1,000 gallons	
Urban	\$4.65
Rural	\$4.70

SEWER RATES
(Effective October 1, 2018)

*Calculated annually based on averaged water consumption during the months of December, January, and February.

<u>Residential & Apartments-Urban & Rural</u>	
Monthly Minimum Base Rate	\$24.00
Per 1,000 gallons	\$3.55

* New customers are billed on the basis of 5,000 gallons, which is \$41.75

<u>Commercial-Urban & Rural</u>	
Monthly Minimum Base Rate	\$28.00
Per 1,000 gallons	\$3.55

* New customers are billed on the basis of 5,000 gallons, which is \$45.75

Industrial - By Contract

Effective Oct. 1, 2018 a 2% processing fee will be charged on all credit/debit card transactions.

UTILITY OFFICE RATES

Connect, Transfer, Reconnect Fee	\$ 25.00
Temporary Service Connect Fee	\$ 25.00
Disconnect Fee (customer request)	\$0.00
Disconnect Fee (nonpayment of bill)	\$30.00
Meter Reread Fee	\$20.00
After Hours Service Charge	\$50.00
Door Tag Fee	\$20.00
Insufficient Check Charge	\$35.00
Confidentiality Requests	\$5.00
Other Services	\$20.00
Contract Administration Fee	\$25.00

STREET MAINTENANCE

Street Maintenance Fee \$7.00/month

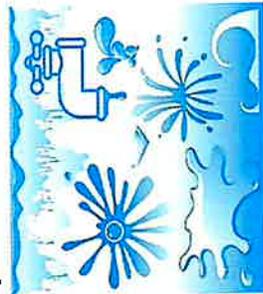
***Utility Deposits--Minimum**

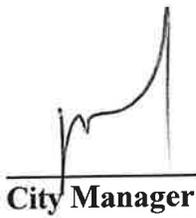
Electric	\$125.00
Water / Wastewater	\$75.00
*Deposits are subject to increase based upon credit history.	

Lampasas Public Utilities does accept Letters of Credit in lieu of deposits. Customer must provide a letter from their current electric/water provider for the last twenty-four (24) months with no more than one (1) delinquency.

The City of Lampasas now offers its customer's the convenience of paying their utility bill online at www.cityoflampasas.com.

Customers are also welcome to set up their account to pay by bank draft. Customers may come in to the City Administration Building located at 312 East Third and fill out the paperwork and attach a voided check or deposit slip to activate this service.





ITEM NO. 7.3

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

Subject:

Discussion and possible action to increase water base rates for residential, commercial and industrial customers by \$5.00.

Requested By: Ryan Ward, ACM

Submitted By: Ryan Ward, ACM

Date Submitted: August 22, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

As discussed during budget workshops, water rates were last increased in July 2023. At that time, the base rate was increased by \$2.50 and the per 1,000 gallon rate increased by .10. This item has been placed on the agenda for Council consideration to increase the base rate by \$5.00 for all residential, commercial and industrial accounts effective October 1, 2024. This will not impact the per 1,000-gallon rate as that will remain the same. This new rate is still competitive and, in some instances, lower than surrounding utility providers.

Recommendation:

To consider a motion to increase water base rates for residential, commercial and industrial customers by \$5.00 effective October 1, 2024.

ELECTRIC RATES

(Effective July 1, 2023)

Residential

Customer Charge	
Urban	\$8.00
Rural	\$15.00
Per kWh	.12008
Purchase Power Cost Adjustment	-Varies monthly

Small General Service

Customer Charge	
Urban	\$14.50
Rural	\$21.50
Per kWh	.12158
School Discount	\$-0.0025 per kWh
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Large General Service

Customer Charge	
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Per kWh	.10016
School Discount	\$-0.0025 per kWh
Purchase Power Cost Adjustment	-Varies monthly

Industrial

Customer Charge	\$31.00
Demand Charge	\$6.36 per kW
Per kWh	.09866
School Discount	\$-0.0025 per kWh
Purchase Power Cost Adjustment	-Varies monthly

Municipal (Exempt from Sales Tax)

Customer Charge	\$12.00 per month
Per kWh	.10086
Purchase Power Cost Adjustment	-Varies monthly

Industrial Contract (IC)

All customers qualifying for the Industrial Contract rate must enter into a contract with the City. Industrial Contract customers will be subject to the Purchased Power Cost Adjustment.

Security Lighting (SL)

Initial Street Light Charge	\$185.00
Street Lights (monthly)	\$7.50

Sales Tax

Residential	1.50%
Commercial	8.25%
Urban	6.75%
Rural	6.75%

WATER RATES

(Effective July 1, 2023)

Residential and Apartments Separately Metered

Minimum Base Rate	
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Apartment with a Single Master Meter

Minimum Base Rate per apartment unit	
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Per 1,000 gallons	
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Rural	\$4.70

SEWER RATES

(Effective October 1, 2018)

*Calculated annually based on averaged water consumption during the months of December, January, and February.

Residential & Apartments-Urban & Rural

Monthly Minimum Base Rate	\$24.00
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Commercial-Urban & Rural

Monthly Minimum Base Rate	\$28.00
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Industrial - By Contract

Effective Oct. 1, 2018 a 2% processing fee will be charged on all credit/debit card transactions.

UTILITY OFFICE RATES

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Temporary Service Connect Fee	\$ 25.00
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Meter Reread Fee	\$20.00
After Hours Service Charge	\$50.00
Door Tag Fee	\$20.00
Insufficient Check Charge	\$35.00
Confidentiality Requests	\$5.00
Other Services	\$20.00
Contract Administration Fee	\$25.00

STREET MAINTENANCE

Street Maintenance Fee \$7.00/month

***Utility Deposits--Minimum**

Electric	\$125.00
Water / Wastewater	\$75.00
*Deposits are subject to increase based upon credit history.	

Lampasas Public Utilities does accept Letters of Credit in lieu of deposits. Customer must provide a letter from their current electric/water provider for the last twenty-four (24) months with no more than one (1) delinquency.

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City ManagerITEM NO. 7.4

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

Subject:

Discussion and possible action to set the FY 2024/2025 annual cost of living adjustment.

Requested By: Ryan Ward, ACM

Submitted By: Ryan Ward, ACM

Date Submitted: August 22, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

Budget discussions included cost of living adjustments. At the August 19, 2024 Budget Workshop, Council was presented with three different modules that outlined costs associated with global 3,4 & 5% COLA's. The estimated costs for a global 3% COLA is \$230,000.00, 4% is estimated at \$ 306,665.00 and 5% is estimated at \$383,333.00. This item has been placed on the agenda for council consideration regarding COLA percentage to finalize the FY 24/25 budget in preparation for adoption by Ordinance at the September 9, 2024 meeting.

Recommendation:

To consider a motion to set the FY 2024/2025 annual cost of living adjustment

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City ManagerITEM NO. 7.5

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

Subject:

Discussion and possible action regarding the acceptance of a bid from Texas Materials Group, Inc., for the Mill and Overlay of Naruna Road, in the amount of \$37,450.00.

Requested By: Ryan Ward, Assistant City Manager

Submitted By: Ryan Ward, Assistant City Manager

Date Submitted: August 22, 2024

For the Agenda of: August 26, 2024

Procurement and Funding Statement:

Street maintenance is budgeted items with funds available in GL account 10-551-5445 – This project is a budgeted item.

Attachments:

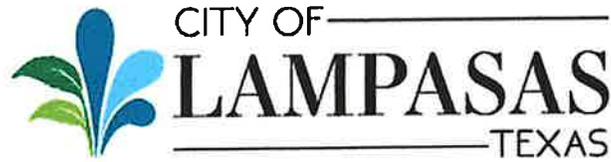
Summary Statement:

As part of the yearly Pavement Preservation effort (Sealcoat and Asphalt Mill and Inlay), the City Street Department identifies streets in need of repair or replacement. This is done by using the visual PASER rating for scoring each, paved roadway. The portion of Naruna Road that lies between US HWY 281 and the low water crossing, requires maintenance currently. There are signs of longitudinal and alligator cracking, but the structure of the roadway remains stable, giving it a Fair Score Rating. To extend the life of this roadway, the determination was made to mill 1" of the pavement surface and then overlay 1 ½" asphaltic pavement. Typically, this process will extend the life of a roadway, 8 to 10 years. With the TXDOT construction ongoing, the intersection has been widened to a three-lane roadway cross-section, ultimately increasing traffic volumes in future years.

Due to the cost of this maintenance, staff requested bids from Texas Materials and Lone Star Paving. Staff was not able to obtain a quote from a third contractor, due to no other contractors in our area provide this type of work. Texas Materials Group, Inc. bid \$37,450.00 and Lone Star Paving's bid was \$45,773.50. The proposed project totals are 2,140 SY of milling and overlay, with a unit price of \$17.50 per SY. Texas Materials Group, Inc. was the low bidder and has successfully completed work for the City within the last 2 years.

Recommendation:

To consider a motion to approve the acceptance of a bid from Texas Materials group, Inc., for the Mill and Overlay of Naruna Road, in the amount of \$37,450.00.



STREETS

Naruna Road Mill/Inlay

We have 2 quotes for mill and inlay from where the state will end their project on naruna rd. We would like mill and inlay the street so in it will match with what the state is putting in place.

We have 2 quotes that are the main paving companies in our area,

Lone star paving – which they quoted \$45773.50

Texas materials paving – which they quoted \$37450.00

We would like to proceed with Texas materials and it would be done before October.

Carlos Garcia

Street Superintendent

Lampasas-Naruna Rd Repair



A CRH COMPANY

Texas Materials Group, Inc.

1320 Arrow Point Drive, Suite 600
Cedar Park, TX 78613

Name: Kenneth Voet
Email: kenneth.voet@texasmaterials.com
Phone: 512-221-7331

Project: 1.5" HMA Paving
Location: Naruna Rd, Lampasas
County: Lampasas County
Bid Date: 8/20/2024

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	1.5 Mill & Overlay	2,140.00	SY	17.50	37,450.00
GRAND TOTAL					\$37,450.00

NOTES:

Terms are net 10th of the month. This quote is limited to acceptance within 21 days from the date of this quotation after which time quotation is subject to review and or revision. All courses preceding those to be paved by Texas Materials Group, Inc. (TMGI) shall meet or exceed the governing specifications and meet or exceed the ride specifications. TMGI is not responsible for horizontal and or vertical control and if longitudinal joint location is critical or desired, they shall be laid out by the general contractor prior to the placement of any courses. No retainage shall be withheld from any payments due TMGI. This quote will become part of the subcontract agreement and shall supersede any other conflicting language in the subcontract agreement.

Prior to executed agreement our credit application must be completed and approved for the total subcontract value. Additional terms of this quote are based upon: acceptable contract/subcontract language.

The prime contractor and or owner shall provide adequate access to the work area for conventional hot mix paving equipment and trucks to pass adjacent to paving equipment for hot mix, seal coat and prime placement. All prices quoted above are based on milling out repairs and placing HMA paving with conventional equipment. Pavement repairs and or surfaces shall be milled a minimum of 7' wide and paved areas shall be machine placed at a minimum width of 10'.

TMGI is not responsible for subsurface conditions. TMGI will not accept the responsibility of any subsequent course the prime coat, hot mix, surface treatment, and or seal coat (pavement) are to be placed on prior to or after our work is completed that might cause the pavement to fail.

Prices on accepted and signed quote are firm until September 30th, 2024. After September 30th 2024, the above prices are subject to re-negotiation.

Mobilization to be paid in full on first billing with no deductions after initial move-in to the project. The Mobilization Bid Item is a standalone item and is not related to Item 4 in the Inclusion notes below.

Due to the implications of COVID-19 on Texas Materials, performance may be delayed. Texas Materials agrees to timely notify Contractor of COVID-19 related delays and when such delays have been rectified.

TMGI is not responsible for positive drainage of any pavement on slopes less than 2%.

Scope of Work Included in Estimate:
-2,140 Square Yards of 1 inch Milling of Existing Roadway
-Place 1.5" TY D HMA on 2,140 Square Yards

Inclusions:

1. If a Payment and Performance Bond is required add 1.5% to the total bid.
2. Testing for HMAC QC production and placement and QA ride testing for item 585 when applicable for the HMAC TMGI places.
3. Unless the words "Lump Sum" appear next to a price for an item, all prices are per unit, and payments will be based upon the actual number of units performed.
4. A maximum one (1) mobilizations are included. Any additional mobilizations shall be at \$5,500.00 each.
5. TMGI shall retain all production, ride and placement bonus/penalty on HMAC item(s) according to specification where applicable. *The bonus/penalty calculations shall be based on TMGI's unit prices or the unit bid prices whichever is greater.*
6. All work not covered by a specific pay item or stated subsidiary will be billed according to TXDOT's 2014 Standard Specifications Item 9.7 Force Account Work or an agreed upon unit price change order.
7. General contractor to provide onsite staging area convenient to TMGI's work for equipment, material storage, and equipment cleaning within the project limits.
8. Flexible pavement repair, ACP Drives & Detours include HMAC items only.

Exclusions:

1. State and local sales tax.
2. All bonds and association dues.
3. Traffic control, saw-cutting, butt joints, survey layout, layout of joints, and construction water .
4. Removal of TABS, buttons, existing pavement markings, etc.
5. TMGI excludes all penalties and damages assessed by Owner except as stated in inclusions note 5 above.
6. TMGI will not be responsible for lane rental costs, road user costs, etc.
7. Sweeping and or cleaning prior to TMGI's work.
8. Blotter material and placement.
9. Railroad protective insurance if applicable.
10. *Item 351 & 508 excludes all removals.*
11. Hand placed hot mix (Priced on Request).
12. Pavement Repairs less than 7' wide (Priced on Request).
13. Grass or vegetation removal.
14. Builders Risk Insurance.
15. TMGI Excludes maintaining ingress and egress throughout the work areas. Ramps, tapers etc. shall be handled by others.

NOTE:

All material is guaranteed to be as specified. All work is to be completed in a work-manlike manner per standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written change orders and will become an extra charge over and above this estimate.

Quote Accepted by:

Signed: _____
 Title: _____
 Date: _____
 Company: _____
 Address: _____
 Telephone: _____



LONE STAR PAVING

5513 Taylors Valley Rd
Temple, TX 76502

ESTIMATE

Date: August 16, 2024
Estimate #: 15003844

Estimator: Kevin Schneider
Phone: 254-613-1370
Fax: 254-613-1603
Cell: 254-613-1427
Email: kschneider@lspaving.com

Customer: City of Lampasas Street Dept.

Project: Naruna Road Mill/Pave
Naruna Rd
Lampasas, TX

Contact:

Description	Qty	U/M	Unit Price	Total
Mill 1" and Pave 1.5" TY D HMAC (2150 SY)	2,150.00	Sq Yd	21.29	\$45,773.50

Pricing Excludes All Taxes - Tax Exemption Form Required Total: \$45,773.50

Proposal Expiration: 02/16/2025

Pricing includes (1) mobilization. Any additional mobilizations will be \$7,500.00 Each.
Proposal must be accepted within 30 days of Proposal Date.
Accepted Proposals will be valid for Nine Months from Proposal Date. Pricing Subject to Change after Nine Months.
Material Overruns will be charged at \$150/ton

Terms and Conditions

EXCLUDES - BONDING, PERMITS, UTILITY ADJUSTMENTS, TESTING, LAYOUT OR SURVEYING, SAFETY SLOPE INSTALL/REMOVAL, TEMP TAPERS FOR UTILITIES, EXCAVATION, SAWCUTTING, TRAFFIC CONTROL OR FLAGMEN, LANE CLOSURE FEES OR PERMITS, TEMPORARY OR PERMANENT STRIPING, NIGHT OR WEEKEND WORK, SWEEP/CLEAN PRIOR TO PAVING AND ANY ITEMS OF WORK NOT SPECIFICALLY QUOTED.

LONE STAR PAVING ("LSP") WILL EXECUTE ONLY THOSE ITEMS OF WORK LISTED IN THE "SCOPE OF WORK" ABOVE. ANY ADDITIONAL ITEMS OF WORK WILL REQUIRE A WRITTEN CHANGE ORDER IN ADVANCE. LSP IS NOT RESPONSIBLE FOR DRAINAGE ISSUES ON SLOPES LESS THAN 2%. ALL QUANTITY OVERRUNS WILL BE VERIFIED IN PLACE UPON COMPLETION AND BILLED AT UNIT PRICES SHOWN ABOVE. THE ABOVE QUOTED PRICES ARE SUBJECT TO CHANGE IF NOT ACCEPTED BY SIGNING THIS QUOTE WITHIN THIRTY DAYS FROM THE PROPOSAL DATE; IF ACCEPTED IN ACCORDANCE WITH THESE TERMS, QUOTED PRICES ARE FIRM UNTIL PROPOSAL EXPIRATION DATE ABOVE IN RED. This quote will become part of the subcontract agreement, and shall supersede any other conflicting language in the subcontract agreement between the parties. Asphalt paving standards for newly constructed areas are proposed to comply with the Texas Department of Transportation hot mix standards. Other paving specifications must be specifically outlined. All permits and fees are excluded unless otherwise noted. LSP is not responsible for utility lines less than 12 inches deep. Customer/Owner is responsible for protecting the work site from tenants, customers, other work activities, and will bear any additional costs of repairing work. LSP will carry Workers Compensation, General Liability, and Auto Insurance for labor provided in the performance of this contract. The amounts included in this estimate are based on information provided to-date, and are subject to change if new information is provided or differing site conditions are encountered. LSP is only responsible for its asphalt work, and expressly excludes injury, warranty, damages, and remediation to business or property if there are deficiencies with the subgrade or base, which shall meet or exceed the governing specifications, and shall also meet or exceed the ride specifications. From time to time, the paving surface may have areas whereby additional hotmix must be applied to achieve desired results, and the fees for these additional amounts of materials will be discussed and agreed to prior to commencement of work. All changes in the scope of the work must be agreed prior to the commencement of work. Full payment for LSP's services is due 30 days from the date of the invoice. No retainage shall be withheld from any payments due LSP. If payment and/or performance bonds are required and the cost of such bonds is not included in LSP's quote, 1.5% shall be added to the overall bid price. Testing for HMAC QCQA items only. LSP shall retain all production, ride, and placement bonus/penalty on HMAC item(s) according to specification where applicable. The bonus/penalty calculations shall be based on LSP's unit prices or the unit bid prices, whichever is greater. Maximum one (1) year warranty on materials and workmanship. Payments should be remitted to Asphalt Inc., LLC d/b/a Lone Star Paving, PO Box 200608, Austin, TX 78720. Interest shall accrue for all amounts past due at the rate of eighteen percent (18%) compound interest per annum or highest legal limit. Customer agrees to pay attorneys' fees, expert fees, all costs of court, and any other expenses incurred by LSP in the collection of any sums due under the performance of this contract. The venue for any legal action under this contract shall be Travis County, Texas. The parties expressly agree to waive the right to a jury trial. Pricing based on (and subject to) a mutually agreeable contract being executed by both parties. LSP shall not be liable for any failure of or delay in the performance of its work for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to, acts of God, epidemic, pandemic, abnormal weather conditions, war, strikes or labor disputes, embargoes, government orders or any other force majeure event. If delayed by a force majeure event, LSP shall be entitled to an extension of time equal to the length of the delay and an increase in price if LSP's prices have been increased as a result of such force majeure event.



**LONE STAR
PAVING**

5513 Taylors Valley Rd
Temple, TX 76502

ESTIMATE

Date: August 16, 2024
Estimate #: 15003844

Estimator: Kevin Schneider
Phone: 254-613-1370
Fax: 254-613-1603
Cell: 254-613-1427
Email: kschneider@lspaving.com

Customer: City of Lampasas Street Dept.

Project: Naruna Road Mill/Pave
Naruna Rd
Lampasas, TX

Contact:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Accepted By: _____ Date: _____