

**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, September 23, 2024  
5:30 p.m. Workshop Session  
6:00 p.m. Regular Session**

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

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, September 23, 2024 in the Calvert Municipal Building located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

**WORKSHOP SESSION**

1. Call to order Workshop Session
2. Discussion regarding Hill Country Transit District service changes for the City and County, and subsidy levels. Presentation by Tony Austin, Director of Rural Operations, Hill Country Transit District. *(pgs.5-14)*
3. Discussion regarding swimming in Sulphur Creek. *(pgs.15-24)*
4. Discussion regarding any item on the regular agenda
5. Adjourn Workshop Session

**REGULAR SESSION**

**ANNOUNCEMENTS**

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
  - Service Recognition- Fidel Morua- 20 years
  - Tourism Friendly Proclamation *(pgs. 25-26)*

PUBLIC HEARINGS/CITIZEN COMMENTS		PAGES
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.	N/A
1.2	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the Agenda may do so at this time.	N/A
2.0	<b>MINUTES</b>	PAGES
2.1	Discussion and possible action regarding approval of minutes of the Regular Meeting held on September 9, 2024	27-36

3.0	<b>CONSENT AGENDA</b>	PAGES
3.1	Discussion and possible action regarding the July 2024 Investment Report.	37-48

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Economic Development Monthly</li> <li>2. Fire Department Monthly Report</li> <li>3. Parks and Recreation Monthly Report</li> <li>4. Information Systems Monthly Report</li> <li>5. Library Monthly Report</li> <li>6. Golf Course Monthly Report</li> <li>7. Municipal Court Monthly Report</li> <li>8. City Secretary Monthly Report</li> <li>9. Utility Billing and Collections Monthly Report</li> <li>10. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>11. Police Department Monthly Report</li> <li>12. Building Official Monthly Report</li> </ol>	49-70
5.0	<b>ROUTINE MATTERS</b>	PAGES
5.1	<b>CITY MANAGER'S OPERATIONAL REPORT</b> <ul style="list-style-type: none"> <li>• Fire Department</li> <li>• LAFTA</li> <li>• Fencing</li> <li>• Community Luncheon</li> <li>• FEMA/TDEM</li> <li>• BBQ for Books</li> </ul>	71-72
5.2	<b>MAYOR'S COMMENTS</b>	N/A

6.0	<b>UNFINISHED BUSINESS</b>	N/A
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7.0	<b>NEW BUSINESS</b>	PAGES
7.1	Discussion and possible action regarding the second reading of an Ordinance to approve 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.	73-76
7.2	Discussion and possible action concerning the second reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2024 and ending on September 30, 2025; appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal sinking fund requirements on all indebtedness; providing a severability clause; providing a repealer clause for the repeal of all Ordinances and appropriations in conflict with the provisions of this Ordinance; and establishing an effective date.	77-80
7.3	Discussion and possible action concerning the audit engagement letter for the City of Lampasas FY 2023/2024 with Singleton, Clark and Company.	81-90
7.4	Discussion and possible action regarding approval of mural at the Chamber of Commerce and Visitor Center Building by Vision Lampasas.	91-92
7.5	Discussion and possible action regarding modification of the composition of the Golf Board Advisory Board.	93-94

7.6	Discussion and possible action regarding reappointment of board member to the Library Advisory Board.	95-98
7.7	Discussion and possible action regarding reappointment and appointment of board members to the Planning Commission.	99-112
7.8	Discussion and possible action regarding reappointment of board members to the Airport Advisory Board.	113-118
7.9	Discussion and possible action regarding reappointment of board members to the Airport Zoning Board of Adjustment Advisory Board.	119-122
7.10	Discussion and possible action regarding reappointment of board members to the Zoning Board of Adjustment and Appeal Advisory Board.	123-126
7.11	Discussion and possible action regarding reappointment of board members to the Lampasas Economic Development Board.	127-142
7.12	Discussion and possible action regarding the street closure from Live Oak to Pecan on October 5, 2024 for the Love Thy Neighbor Festival.	143-146
7.13	Discussion and possible action regarding swimming in Sulphur Creek with specific boundaries and proper signage as recommended by City of Lampasas Parks Board.	147-148

Adjourn into Executive Session

<b>EXECUTIVE SESSION</b>
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The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

8.0	.
8.1	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551.
8.2	Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities
8.3	Adjourn Executive Session and Reconvene Regular Session

<b>REGULAR SESSION</b>
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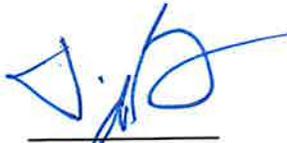
9.0	<b>ACTION ON EXECUTIVE SESSION</b>
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

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 20 day of September 2024 at 1:20pm

Becky Sims  
Becky Sims, City Secretary

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City Manager

ITEM NO. WORKSHOP-2

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

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**Subject:**

Discussion regarding Hill Country Transit District service changes for the City and County, and subsidy levels.

**Requested By:** Tony Austin, Director of Rural Operations, Hill Country Transit District.

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

**Date Submitted:** September 18, 2024

**For the Agenda of:** September 23, 2024

**Procurement and Funding Statement:**

Possible cost share of subsidy with Lampasas County will be discussed, however, consideration will be placed on a future agenda.

**Attachments:**

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**Summary Statement:**

Mr. Austin is prepared to present proposed changes in the service delivery model, as well as the proposed subsidy request.

**Recommendation:**

Discussion only

**the HOP**

# Hill Country Transit District 2025 Rural Division ‘A year of change’

## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach & Budget Request

**the HOP**

# Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

## “Proposed – Regional Transit System”

Proposed - Regional Transit System  
Rural Regional Commuter  
Connecting the Region Together

**Legend**

- Mobility Hubs
- Urban Regional Commuter
- Fort Cavazos Microtransit
- Killeen UZA Microtransit
- Temple UZA Microtransit
- Rural Regional Commuter Lampasas to Copperas Cove
- Rural Regional Commuter Geisville to Temple
- Rural Regional Commuter Cameron to Temple

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## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### “The Hill Country Transit District is changing”

- Llano to CARTS, Mason to Concho Valley RTD, San Saba, Mills, Hamilton to Central Texas RTD **effective March 1, 2025.**
- **Proposed membership of Hill Country Transit District:** Bell, Lampasas, Coryell, Milam Counties, Cities of Copperas Cove, Killeen, Harker Heights, Temple, Belton.
- Membership in the HCTD, will require local funding contributions based on services operated in each members jurisdiction. Funds will be used as local match for Federal, State, and other local funding based on associated allocations.
- The Service Plan Design improves regional connections to the largest growth areas for improved access to various services including health services, workforce/jobs, educational institutions, recreation, retail, entertainment, Fort Cavazos connectivity, and other.

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## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### “The Hill Country Transit District is changing”

- The change is driven by population growth, area coverage, and realignment of regional priorities.
- Reallocation and distribution of funds is based on latest census data and TxDOT financial analysis.
- New service plan proposes: Regional Connectors, Rural On-demand, Launch of Microtransit as a feeder service to the Regional Commuter, Urban and Microtransit Zones.
- New service plan improves access, frequency, reliability of transit services.
- Rural fares are being proposed based on service types with these funds reinvested in the local services to offset operating expenses.

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## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### *Local Funding Requirement*

- For years, HCTD was able to use revenue generated by Non-Emergency Medical Transportation (NEMT) to offset the need for local funding.
- Now, NEMT is costing more than projected revenue, The service is not mandated by the state or FTA and requires significant resources dedicated to support the service which drives up cost.
- Eliminating of NEMT services will enable HCTD to focus on general-public trips, thereby increase access, reducing cancelled rider request, making rural transit service more responsive and efficient
- NEMT services will be provided by private providers through existing brokers

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## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### *“Proposed Elimination of HCTD provided Non-Emergency Medical Transport”*

- NEMT Statewide Trend – Transit Districts are experiencing continued ridership & revenues declines with no changes planned by Health and Human Services.
- Other Transit Districts have already or are considering dropping NEMT trips as private sector alternatives exist and are undercutting directly operated transit services.
- NEMT is not mandated by the state or FTA and requires significant resources dedicated to support the service which drives up cost.
- Elimination of NEMT allows improved utilization of fleet and increase access, reducing cancelled rider request, making rural transit service more responsive and efficient for the public with private providers handling longer distance trips.

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## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### “Proposed Rural Budget”

- Basis for CY25 budget is based on membership realignment and TxDOT analysis of funding reapportionments of statewide Rural Transit Districts.
- TxDOT and Federal Transit Administration DO NOT allocate funding by counties. TxDOT allocates based on multiple factors including population, land area, ridership performance, and other factors.
- The HCTD further allocates funding based on similar methods to distribute funding to each participating member of the transit district and allocates both revenue and expenses on this basis.
- HCTD submits reimbursement requests TxDOT for service rendered.

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### Rural Funding Allocation

Current HCTD Federal & State Funding Allocation Comparison to TxDOT Financial Analysis (Basis for Realignment)			
County	2024 Allocation State & Federal Based on Service Hrs	Calendar Year 2024 Current HCTD Allocation	Calendar Year 2025 TxDOT Financial Analysis Summary
Bell County	\$ 129,168	\$ 129,168	\$ 543,274
Coryell County	\$ 232,796	\$ 973,255	\$ 824,942
Lampasas County	\$ 204,872		
Milam County	\$ 535,587		
<b>Total (TxDOT Table 1)</b>	<b>\$ 1,102,423</b>	<b>\$ 1,102,423</b>	<b>\$ 1,368,216</b>
<b>Total Llano, Mason, Hamilton, Mills, San Saba</b>	<b>\$ 752,679</b>	<b>\$ 752,679</b>	<b>\$ 479,249</b>
<b>TxDOT - All F&amp;S Rural Funding</b>	<b>\$ 1,855,102</b>	<b>\$ 1,855,102</b>	<b>\$ 1,847,465</b>
<b>Llano, Mason, Hamilton, Mills, San Saba</b>	<b>\$ 752,679</b>	<b>\$ 752,679</b>	<b>\$ 479,249</b>
Llano	\$ 278,974	\$ 278,974	\$ 197,670
Mason	\$ 141,062	\$ 141,062	\$ 60,501
Hamilton	\$ 126,344	\$ 332,644	\$ 221,078
Mills	\$ 89,938		
San Saba	\$ 116,361		

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Proposed Calendar Year 2025 Rural Budget -W/TxDOT Planned Federal & State Funding Realignment										
Calendar Year 2025 TxDOT Financial Analysis Summary	Federal & State Calendar Yr. 2025 Funding	Calendar Year 2025 Local Contribution Request	Local Fare Revenue	Total		2 yr. Grant \$437,470 *State Expansion Grant Program	Calendar Year Total 2025 Funding Allocation	Proposed 2025 Rural Budget Bell, Coryell, Milam Lampasas w/ Commuter Routes	County	Drivers
				Federal, State, Local	Bell County Reserve					
\$ 543,274	\$ 543,274	\$ 125,000	\$ 62,576	\$ 730,850	\$ 218,735	\$ 949,585	\$ 820,090	Bell	6	
	\$ 316,628	\$ 50,000	\$ 24,268	\$ 390,896		\$ 390,896	\$ 390,859	Coryell	4	
\$ 824,942	\$ 202,881	\$ 70,000	\$ 13,834	\$ 292,511		\$ 292,511	\$ 292,540	Lampasas	3	
	\$ 305,433	\$ 90,000	\$ 18,148	\$ 416,632		\$ 416,632	\$ 416,634	Milam	4	
\$ 1,368,216	\$ 1,368,216	\$ 335,000	\$ 118,826	\$ 1,830,890	\$ 218,735	\$ 2,049,625	\$ 1,920,139		17	
\$ 479,249		Coryell, Lampasas			Bell County Reserve	\$ 129,487		Hamilton, Mills, San Saba, Llano, Mason		
\$ 1,847,465		Milam	Bell County					Partial Year (3 months)		
\$ 479,249		Projected Fares	Projected Fares					2025 Budget		
\$ 197,670		\$ 56,250	\$ 62,576				\$ 113,000	Llano	4	
\$ 60,501							\$ 56,000	Mason	2	
\$ 221,078							\$ 28,000	Hamilton	1	
							\$ 28,000	Mills	1	
							\$ 42,000	San Saba	1.5	
							\$ 98,000			



## Building the 2025 Budget

### Driver Allocation

Counties	County Cost	# of Drivers	County Drivers	Shared Drivers
Bell County	678,000	6	6	
Coryell County	339,000	4	3	1
Lampasas County	226,000	3	2	1
Milam County	339,000	4	3	1
		17		
	Vehicle Hours	33,728		

*How did we determine the allocations?*

### Funding Allocation for Coryell, Lampasas, Milam Counties

County	Sqr Miles	%	County Population	%	Weighted Average	Total Funding
Coryell County	1,034	37%	45,129	49%	43.14%	\$ 355,909
Lampasas County	712	26%	21,625	23%	24.59%	\$ 202,881
Milam County	1,016	37%	25,628	28%	32.26%	\$ 266,152
	2,762	1	92,382	1	1	\$ 824,942

### Rural Commuter Shared Cost Allocation

	Total Miles	Bell Miles	Bell %	County Miles	Adjoining County %	Cost of Commuter	Bell County Portion	Adjoining County Portion
Bell to Coryell	35.30	19.10	54%	16.20	46%	\$ 113,000	\$ 61,142	\$ 51,858
Lampasas to Bell	21.65	8.90	41%	12.75	59%	\$ 113,000	\$ 46,453	\$ 66,547
Milam to Bell	52.40	16.00	31%	36.00	69%	\$ 113,000	\$ 34,504	\$ 77,634
						Total \$	142,098	



## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### *Proposed Elimination of School Shuttles*

- School shuttles require dedicated vehicles and drivers during peak service hours and disrupt opportunities for General Public rides and are not in keeping with the proposed system plan design.
- School shuttles spend significant time picking up and dropping off children taking buses out of the system for up to 2 hours which means the buses can't serve general purpose trips during these hours.
- School trips are not mandated by the State nor FTA and are not customary for transit operations unless a school is on an existing public transit route.
- School Districts do not assist in funding the service provided by HCTD.
- The proposed system design including on-demand and microtransit is available to anyone that requests a ride “as a general-purpose trip” including students. These trips will be dynamically schedule by the microtransit software.

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## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### *Proposed Rural Microtransit Services*

- Curb-to-Curb Service vs Door-to Door Service.
- Smart Phone App Scheduling in Microtransit Zones.
- Higher volume of shared trips, increasing passengers per mile. Making for more efficient use of transit services, increase availability, and general-purpose trip denials.
- Microtransit should increase general purpose ridership and will offer connections to regional Commuter Bus Connectors

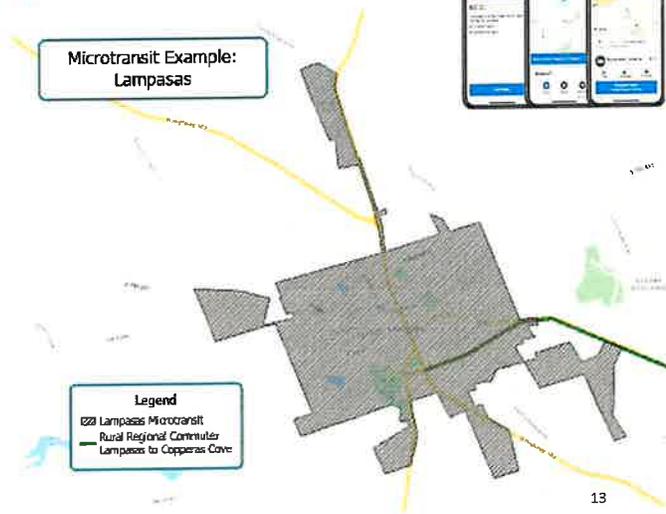
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## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### “Microtransit”

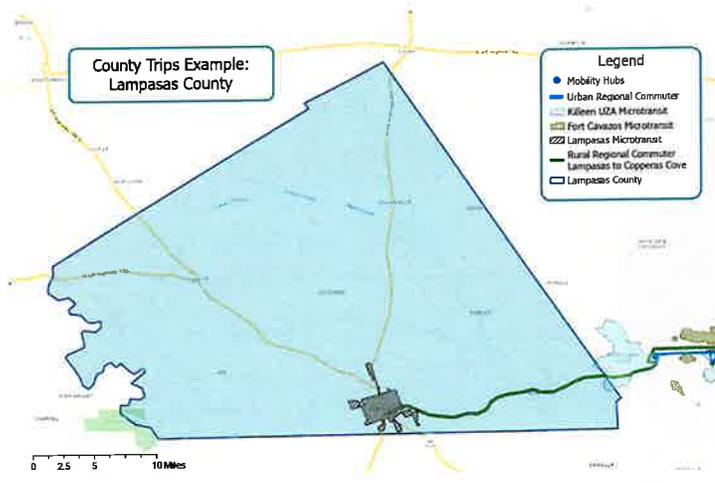
- Designed to reduce wait-times, reduce denials, improve access
- Each county will have at least one designated zone in the county seat
- One vehicle dedicated to each zone
- Travel will only be within the zone
- Smartphone app-based scheduling, person can still call in
- Real time scheduling, real time vehicle tracking with estimated arrival times for pick up
- Software will dynamically schedule and group rides



## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### “Rural Demand Response-County Service”

- Demand Response.
- 24 hours in advance to schedule a more accurate route.
- Can be app based, but preferred calling the trip in.
- Will drop off only at predetermined drop points, common points(Walmart, Hospital, Clinics, or HEB) in the Microtransit zones.

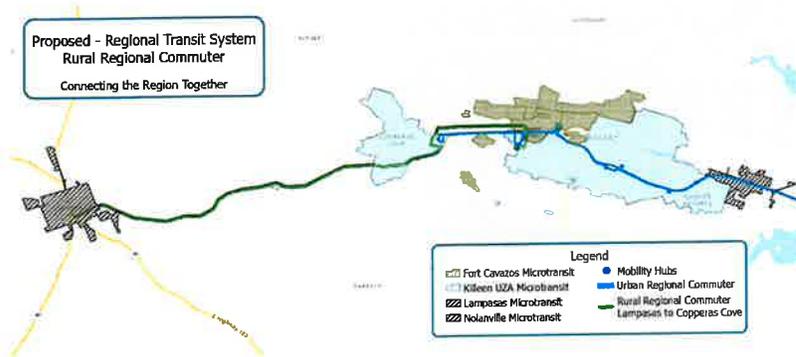




## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### “Rural Regional Commuter Service”

- Commuter route connection from Rural Microtransit Zones to the Urbanized Regional Commuter Hubs
- All rides going out of the county must adjust to the commuter schedules
- Currently limited to 12 passenger per one-way trip
- Passengers do not need to schedule the trips



## Rural Comprehensive Operational Analysis “Service Plan Design” and Public Outreach

### Regional Transit System

#### Proposed Fares

#### One way trip

- Micro Transit Zone \$2.00
- County Trips \$4.00
- Rural Regional Commuter \$6.00

- Fares can be purchased through the scheduling smartphone app
- Drivers can receive fares on the bus.

#### Proposed Hours of Service

**8:00 am - 5:00 pm**  
**Monday-Friday**

- 8:00 am start time for Micro Transit and County On-demand
- Rural Commuter will depart the Microtransit zones at 8:30 am
- All buses **must** be back into the yard by 5:00 pm.

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City Manager

ITEM NO. WORKSHOP-3

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

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**Subject:**

Discussion regarding swimming in Sulphur Creek.

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

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

**Date Submitted:** September 18, 2024

**For the Agenda of:** September 23, 2024

**Procurement and Funding Statement:**

N/A

**Attachments: Ordinance Citations**

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**Summary Statement:**

On September 19, the Parks Board met, and included in their agenda was discussion regarding swimming in Sulphur Creek. This item has been placed on the agenda to review discussion at the committee level. There is a corresponding action item on the regular agenda for Council consideration.

**Recommendation:**

Discussion only

*DIVISION 2. SULPHUR CREEK*

**Sec. 54-141. Bathing, swimming, fishing or wading in portion from U.S. Highway 281 bridge to water plant prohibited; exceptions.**

- (a) It shall be unlawful for any unauthorized person to bathe, swim, fish, wade in or otherwise use or occupy that portion of Sulphur Creek or its banks and property immediately adjacent thereto extending from the U.S. Highway 281 bridge through the entire length of the golf course.
- (b) It is the intent of this section to prohibit the use of Sulphur Creek, its banks and the property immediately adjacent thereto within the limits prescribed in this section by all persons except the following:
  - (1) Owners of property within the limits and their guests, agents, employees and invitees;
  - (2) Employees and agents of the city;
  - (3) Golfers who have paid all fees and dues for the use of the golf course; and
  - (4) Persons having the consent of the community development director for the city to use and occupy such area.

(Ord. No. 395, 6-14-76; Ord. of 5-26-86, § 1; Ord. No. 783, 11-11-96)

**Sec. 54-142. Swimming or bathing in portion from Naruna Road Crossing to Chestnut Street footbridge; exception.**

It shall be unlawful for any person to swim or bathe in that portion of Sulphur Creek extending from the Naruna Road Crossing to the Chestnut Street footbridge except by permit issued by the city, which permit shall be valid only for the place, date and time therein prescribed.

(Ord. No. 607, § 1, 5-9-88)

**Secs. 54-143—54-165. Reserved.**

ORDINANCE NO. 395

AN ORDINANCE PROHIBITING JUMPING INTO SULPHUR CREEK OR THROWING OBJECTS INTO SULPHUR CREEK FROM ANY STRUCTURES OVER SAID CREEK WITHIN THE CITY LIMITS OF LAMPASAS, AND PROHIBITING SWIMMING IN SULPHUR CREEK BETWEEN THE NARUNA ROAD CROSSING AND STATE HIGHWAY 281 BRIDGE, AND PROVIDING A PENALTY OF A FINE NOT TO EXCEED \$200.00 FOR EACH VIOLATION.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS:

Section 1: That from and after the effective date of this ordinance it shall be unlawful for any person to jump into Sulphur Creek from any roadway or bridge within the City Limits of Lampasas extending across said Sulphur Creek.

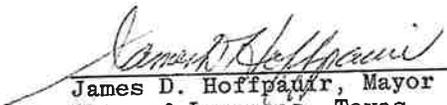
Section 2: That from and after the effective date of this ordinance it shall be unlawful for any person to throw any object into Sulphur Creek from any roadway or bridge within the City Limits of Lampasas extending across said Sulphur Creek.

Section 3: That from and after the effective date of this ordinance it shall be unlawful for any person to swim or bathe in that portion of Sulphur Creek between the Naruna Road crossing and State Highway 281 Bridge.

Section 4: Each violation of conduct prohibited by Sec. 1, Sec. 2, or Sec. 3 of this ordinance shall be punishable by a fine not to exceed \$200.00.

Section 5: This ordinance shall be and become effective after duly passed by the City Council and after having been published as provided by law.

PASSED AND APPROVED at a regular meeting of the City Council, this 14th day of June, 1976.

  
James D. Hoffpauir, Mayor  
City of Lampasas, Texas

ATTEST:

  
Harold Frank, City Secretary

STATE OF TEXAS        §

COUNTY OF LAMPASAS §

I solemnly swear that the attached notice was published once in the Lampasas Record, a newspaper printed in Lampasas, Lampasas County, Texas, and of general circulation in said county as provided in the Texas Probate Code for the service of citation or notice by publication, and the date the issue of said newspaper bore in which said notice was published was June 17, 1976. A copy of the notice as published, clipped from the newspaper, is attached hereto.

Mrs. Ward Lowe  
Publisher

Subscribed and sworn to before me by Mrs. Ward Lowe  
this 3rd day of July, 1976, to certify which witness my  
hand and seal of office.

Martha McCoy  
Notary Public in and for Lampasas  
County, Texas.

AMENDED ORDINANCE NO. 395

AN ORDINANCE AMENDING SECTION 3 OF ORDINANCE NO. 395 OF THE CITY OF LAMPASAS, TEXAS DATED JUNE 14, 1976 PROHIBITING UNAUTHORIZED SWIMMING, BATHING, WADING AND FISHING IN SULPHUR CREEK AND OTHERWISE USING OR OCCUPYING SAID CREEK AND THE BANKS AND PROPERTY IMMEDIATELY ADJACENT THERETO FROM THE HIGHWAY 281 BRIDGE TO THE CITY OF LAMPASAS WATER PLANT; CONTAINING EFFECTIVE DATE; CONTAINING SEVERABILITY, REPEALER AND PENALTY CLAUSES.

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

SECTION 1: That from and after the effective date hereof Section 3 of Ordinance No. 395 of the City of Lampasas, Texas, dated June 14, 1976 is amended to read as follows:

From and after the effective date hereof, it shall be unlawful for any unauthroized person to bathe, swim, fish, wade in or otherwise use or occupy that portion of Sulphur Creek or its banks and property immediately adjacent thereto extending from the U.S. Highway 281 bridge to the City of Lampasas Water Plant.

It being the intent hereof to prohibit the use of Sulphur Creek, its banks and the property immediately adjacent thereto within the limits herein prescribed by all persons except the following:

1. Owners of property within said limits and their guests, agents, employees and invitees, and;
2. Employees and agents of the City of Lampasas, Texas, and;
3. Golfers who have paid all fees and dues for the use of the golf course.
4. Persons having the consent of the director of Parks and Recreation for the City of Lampasas, Texas to use and occupy said area.

SECTION 2: This amendment shall be and become effective after duly passed and published as required by law.

SECTION 3: Each violation of this amended Section 3 of Ordinance No. 395 of the City of Lampasas, Texas shall be punishable by fine not to exceed \$200.00.

SECTION 4: It is hereby declared to be the intention of the City Council of the City of Lampasas that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional or

contravene superior law by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not effect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance and the City Council would have enacted this Ordinance without the incorporation of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

SECTION 5: This Ordinance shall repeal all ordinances, parts of ordinances and amendments to such ordinances in conflict with the terms and conditions of this ordinance notwithstanding the provisions of any other ordinance of the City prohibiting swimming in Sulphur Creek.

PASSED AND APPROVED at a regular meeting of the City Council this the 26th day of May, 1986.

ATTEST:

  
Cherry McBride, City Secretary

  
Mayor Pro-Tem  
City of Lampasas, Texas

ORDINANCE NO. 607

AN ORDINANCE PROHIBITING SWIMMING OR BATHING IN THAT PORTION OF SULPHUR CREEK EXTENDING BETWEEN NARUNA ROAD CROSSING AND CHESTNUT STREET FOOTBRIDGE EXCEPT BY PERMIT ISSUED BY THE CITY OF LAMPASAS; AMENDING SECTION 22-3, CODE OF ORDINANCES; AMENDING SECTIONS 3 & 4, ORDINANCE NO. 395; CONTAINING SEVERABILITY, PENALTY AND REPEALER CLAUSES; PROVIDING EFFECTIVE DATE.

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

Section 1. From and after the effective date of this ordinance Section 22-3 of the Code of Ordinances, City of Lampasas, Texas, and Section 3, Ordinance 395, Ordinances of the City of Lampasas, Texas, are hereby amended to read as follows:

It shall be unlawful for any person to swim or bathe in that portion of Sulphur Creek extending from the Naruna Road Crossing to the Chestnut Street footbridge except by permit issued by the City of Lampasas, which such permit shall be valid only for the place, date and time therein prescribed.

Section 2. From and after the effective date of this ordinance, Section 4, Ordinance 395, Ordinances of the City of Lampasas, Texas, is amended to read as follows:

Any person who shall violate any provision of this Ordinance shall be punished by a fine not to exceed Five Hundred and No/100 (\$500.00) Dollars.

Section 3. If any section or part of a section of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, that holding shall not invalidate or impair the validity, force or effect of any other section or part of a section of this Charter.

Section 4. This ordinance supersedes and repeals all ordinances or parts of ordinances, if any, in conflict herewith; however, such present ordinances shall remain in full force and effect until the effective date of this ordinance.

Section 5. This ordinance shall be effective upon final passage and publication as provided in Section 2:12 of the City Charter of the City of Lampasas, Texas.

PASSED AND APPROVED this the 9th day of May, 1988.

Date of 1st reading 4-25-88  
Date of 2nd reading 5-9-88

Dudley K. Terry  
Dudley K. Terry, Mayor

ATTEST:  
Cherry McBride  
Cherry McBride, City Secretary

APPROVED:  
Sue Zane M. Faulkner  
Sue Zane M. Faulkner, City Attorney

PUBLISHER'S AFFIDAVIT

I solemnly swear that the caption of the above ordinance was published once in The Lampasas Dispatch Record, a newspaper printed in Lampasas County, Texas, and of general circulation in said county, as provided in the City Charter of the City of Lampasas, Texas, and the date that the issue of said newspaper bore in which said caption was published was \_\_\_\_\_, 1988. A copy of the notice as published, clipped from the newspaper, is attached hereto.

\_\_\_\_\_  
Publisher

SWORN TO AND SUBSCRIBED BEFORE ME by \_\_\_\_\_,  
this the \_\_\_\_\_ day of \_\_\_\_\_, 1988, to certify which  
witness my hand and seal of office.

\_\_\_\_\_  
Notary Public, State of Texas

ORDINANCE NO. 783

AN ORDINANCE AMENDING SECTION 15-2 (b) OF THE CODE OF ORDINANCES OF THE CITY OF LAMPASAS CONCERNING SWIMMING/FISHING IN SULPHUR CREEK; CONTAINING SEVERABILITY AND REPEALER CLAUSES; PROVIDING AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS:

That Section 15-2 (b) of Code of Ordinances of the City of Lampasas, Texas is hereby amended to read as follows:

Sec. 15-2. Swimming/Fishing in Sulphur Creek

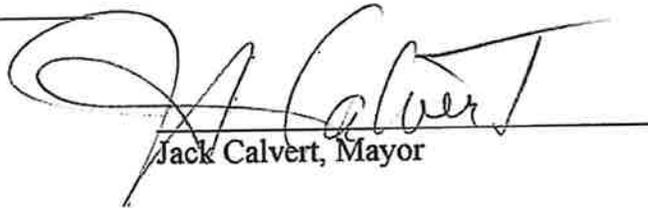
(b) It shall be unlawful for any unauthorized person to bathe, swim, fish, wade in or otherwise use or occupy that portion of Sulphur Creek or its banks and property immediately adjacent thereto extending through the Hancock Park Golf Course.

This ordinance shall become effective on and after its passage by the City Council and publication of this Ordinance as required by the City Charter.

BE IT FURTHER ORDAINED that Section 15-2 (b) of the Code of Ordinances of the City of Lampasas be hereby repealed, and all ordinance or parts of ordinances heretofore passed by the City of Lampasas which are in conflict herewith are hereby amended or repealed.

PASSED AND APPROVED by the City Council of the City of Lampasas, Texas, this 11th day of November, 1996.

First Reading: 10/28/96  
Second Reading: 11/11/96

  
\_\_\_\_\_  
Jack Calvert, Mayor

ATTEST:

  
\_\_\_\_\_  
Christina Marez, Acting City Secretary

PUBLISHER'S AFFIDAVIT

I solemnly swear that the attached notice was published in the Lampasas Dispatch Record, a newspaper of general circulation which has been continuously and regularly published for a period of not less than one year preceding the dates of publication of the attached notice, that the said notice was published in the issues of such newspaper on the days of November 18, 1996.

Fred E. Lowe

Publisher, Fred E. Lowe  
or James F. Lowe

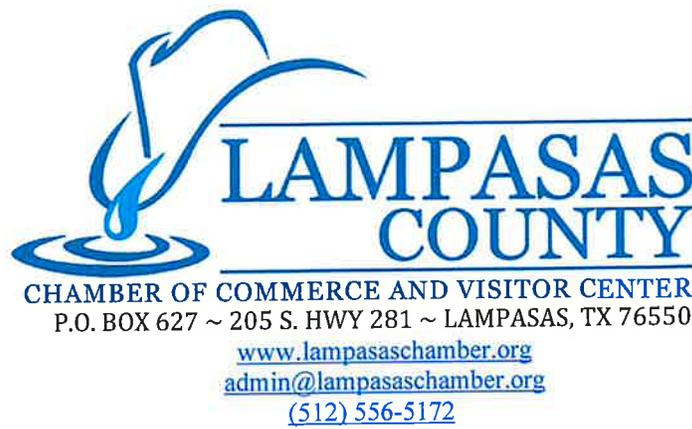
SWORN TO AND SUBSCRIBED BEFORE ME BY Fred E. Lowe

this the 25th day of November, 1996, to certify which witness my hand and seal of office.

Annette K. Warner

Notary Public, State of Texas





**TOURISM FRIENDLY PROCLAMATION**

*WHEREAS*, the City of Lampasas has long been renowned for its rich history, vibrant culture, and unique attractions that draw visitors to our community; and

*WHEREAS*, the Lampasas County Chamber of Commerce and Visitors Center has been instrumental in promoting and supporting tourism, offering invaluable information, resources, and services to enhance the experience of visitors to our city; and

*WHEREAS*, it is with great pride and excitement that we announce Lampasas has been designated as Tourism Friendly by the State of Texas recognizing our city’s outstanding qualities and contributions to tourism; and

*WHEREAS*, this esteemed designation reflects our commitment to providing exceptional experiences, preserving our heritage, and fostering a welcoming environment for all who come to explore our city;

*WHEREAS*, this proclamation serves as a testament to the collaborative efforts of our city officials, community members, and the dedicated team at the Lampasas County Chamber of Commerce and Visitor Center whose collective efforts have contributed to this significant achievement;

*NOW, THEREFORE*, I Herb Pearce, Mayor of the City of Lampasas, in recognition of this distinguished honor and in celebration of our collective success, do hereby proclaim Lampasas, Texas as a Tourism Friendly City. I encourage all residents and visitors to join in celebrating this remarkable milestone and to continue supporting our vibrant community and thriving tourism sector.

*IN WITNESS WHEREOF*, I have hereunto set my hand and caused the Great Seal of the City of Lampasas to be affixed this the 23<sup>rd</sup> day of September 2024.

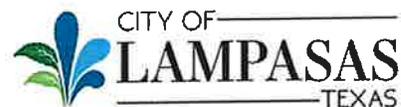
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**Herb Pearce, Mayor**  
**City of Lampasas, Texas**

**ATTEST:**

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**Becky Sims, City Secretary**



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**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, September 9, 2024  
5:30 pm Special Session  
6:00 pm Regular Session**

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

**Council Members Present:**

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  
Kayleigh Stanley, Executive Assistant  
Van Sims, WWW Operations Manager

**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 Haider moved to adjourn into Executive Session at 5:32 pm, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried*

**EXECUTIVE SESSION**

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

- II. 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**

*Adjourn executive session and reconvene Special Session*

*Council adjourned Executive Session and reconvened Special Session at 6:13 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 6:14 pm, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

<b>WORKSHOP SESSION</b>
-------------------------

**1. Call to order Workshop Session-** *Mayor Pearce called the workshop session to order at 6:14 pm.*

**2. Discussion regarding Rodeo Arena Fence and Gate.**

*Ryan Ward, ACM advised the County of Lampasas Rodeo Association has concerns with unnecessary access to the 580 Rodeo Arena, specifically tied to reoccurring maintenance due to vehicular traffic. This item was discussed as a possible future item for consideration during discussions relating to the lease agreement.*

*President Chris Harrison addressed concerns with unnecessary vehicular access to the rodeo grounds. The Rodeo Association recommends using limestone blocks to create a barrier to prevent access to the facility, preventing further maintenance, labor and costs associated with repairing damage done by vehicular traffic.*

*Alexis Thompson provided an update on scheduled events and hours of use.*

*Mr. Harrison asked for consideration of council for the association to add a bay to the existing parks shop to store tractor and equipment needed to maintain the Rodeo Arena. By consensus, Council was in agreement.*

**3. Discussion regarding Western Street Culvert Project.**

*Mr. Ward advised that the Western Street Culvert Replacement Project was identified as a critical CIP Project in 2023, due to the condition of the structure and possible failure of the roadway. This culvert location is on Western Street between North Street and First Street. The project will consist of replacing the existing concrete structure with a new structure, cast in place, as well as sidewalk and pedestrian handrail. The additional alternate that was included in the bid, was for a precast culvert alternative. With the recent rains the culvert has failed and made this project a priority. The job is expected to be completed within 60 days.*

*This project had 5 bidders, with the low bidder being KRPS Contractors, LLC, operating from Spicewood, Texas. The Engineer of Record has reviewed all bids and recommends KRPS Contractors, LLC for award of the project, based on item costs and review of positive references.*

Council member Haider inquired about the City Street Department handling the demolition and prep work prior to contractor start date. Staff does not have the experience or expertise to handle this type of work. It would be a liability and take the crew away from their daily responsibilities.

**4. Discussion regarding Draft Food Truck Ordinance.**

**Becky Sims, City Secretary took the opportunity to review recommendations and direction from Council.**

- *No day rate or weekend rate*
  - *Consider annual permit only with fee to be determined*
- *Permitted in Residential Zoning Districts with Specific Use Permit (approval process)*
  - *Staff oversight (neighbor notification)*
- *Can be placed on vacant lot*
  - *Property owner only*
- *No restrictions with distance from brick & mortar locations*
- *TABC permitting for alcoholic beverages*
- *Restroom availability (Texas DSHS)*
  - *Sanitary Restrooms, if plumbed not available?*
    - *To be determined*
- *Council recommends all food truck permitting within the City Limits funnel through the City of Lampasas, if operator chooses to participate with specific events, they will be responsible for paying the appropriate fee to organization.*

**5. Discussion regarding Love Thy Neighbor Event on October 5, 2024**

*In recognition of the one-year anniversary and celebration of Love Thy Neighbor Day on October 5, 2024. Ashleigh Elizabeth (doLampasas) along with the Courtyard Square Association will host a Street Festival from 11:00 am–8:00 pm. With participation from local business owners, the event will include vendors, and live music. As of today, the music will begin at 3:00 pm. Details are still being finalized and will be presented to Council at the September 23, 2024 meeting.*

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

**7. Adjourn Workshop Session-** *Council member Hernandez moved to adjourn workshop at 7:07 p.m., the motion was seconded by Council member Davis and with a unanimous vote, the motion carried.*

*Without objection, Council took at 10-minute break.*

<b>REGULAR SESSION</b>
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**ANNOUNCEMENTS**

- A. *Call to Order- Mayor Pearce called the regular session to order at 7:18 pm.*
- B. *Invocation and Pledge of Allegiance- Mayor Pearce gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited*

C. Presentations and Proclamations-

***Library Card Sign-Up Month Proclamation***

***WHEREAS***, libraries and librarians play a crucial role in the education and development of children;

***WHEREAS***, librarians are literacy experts, offering everything from preschool story hours to summer reading clubs that sustain school-year learning;

***WHEREAS***, libraries provide a learning environment that fosters joyful exploration, encouraging students to research subjects that they are genuinely curious about;

***WHEREAS***, librarians create welcoming and inclusive spaces for people of all backgrounds to learn together and engage with one another;

***WHEREAS***, librarians provide a variety of books and resources to serve everyone in the community, making knowledge and ideas available so that people have the freedom to choose what to read;

***WHEREAS***, a library card empowers all people to pursue their dreams, explore new passions and interests, and find their voice;

***WHEREAS***, libraries are constantly transforming to deliver new services that connect closely with community needs, even during a pandemic;

***THEREFORE***, be it resolved that I, Herb Pearce, Mayor of Lampasas, proclaim September as Library Card Sign-up Month in Lampasas, Texas, and encourage everyone to sign up for their own library card today.

***IN WITNESS WHEREOF***, I have herewith set my hand and caused the Seal of the City of Lampasas, Texas to be affixed this 9<sup>th</sup> day of September, 2024.

1.1	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is not included</b> on the Agenda may do so at this time.
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*There were no citizens comments*

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

2.0	MINUTES
2.1	Discussion and possible action regarding approval of minutes of the Joint City Council and Lampasas Economic Development Corporation meeting held on July 15, 2024

*Council member Keele moved to approve the minutes of the Joint City Council and Lampasas Economic Development Corporation meeting held on July 15, 2024, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.*

2.2	Discussion and possible action concerning approval of minutes of the Regular Meeting held on August 26, 2024
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*Council member Keele moved to approve minutes of the Regular Meeting held on August 26, 2024, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

2.3	Discussion and possible action regarding the approval of minutes of the Special Public Hearing held on September 3, 2024
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*Council member Keele moved to approve the Special Public Hearing held on September 3, 2024, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from August 1, 2024- August 31, 2024
3.2	Discussion and possible action regarding the second reading of an Ordinance amending Appendix A (fee schedule), Chapter 82 Utilities, Article V, Section (h) Water Rates and Section (k) Wastewater Rates of the City of Lampasas Code of Ordinances providing for an increase in base rates.

*Council member Kuehne moved to approve the consent agenda, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>
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5.0	<b>ROUTINE MATTERS</b>
5.1	<p><b>CITY MANAGER’S OPERATIONAL REPORT</b></p> <p>Sulphur Creek      Council is undoubtedly aware that an online petition has been promoted asking for support for swimming in Sulphur Creek. The City has not been presented with a list of names, nor is a list a requirement for Council consideration of a request. Staff would recommend, if deliberation or consideration is desired, to utilize the City’s Committee resources, which, in this case would be the Park Board. Typically, the Park Board, Airport Advisory Committee, and Golf Board by example, would review a request and forward a recommendation to City Council. Additionally, if Council desires additional research, reporting, or any other work related to a proposed project, the request should come from the Council to the City Manager as a directive.</p> <p>KWSC      In an attempt to address several items with Kempner Water Supply Corporation (“KWSC”), prior to additional consultation with counsel, staff met with the General Manager of KWSC to seek relief on items not addressed on their July invoice. Staff expressed the City’s position related to Emergency Water and KWSC’s lack of transparency when controlling the valve from CTWSC; including the failure to specifically follow requirements for communication with the City. The City discussed the lack of credit for water the City was flushing for the benefit of the KWSC system. Finally, the City noted that due to the contractually non-compliant water the City had been receiving since June, with no chlorine residual, the City had spent</p>

		<p>\$22,866.90 more for the three summer months in 2024, than was spent for the same months in 2023. Staff offered the opportunity for the General Manager to correct the bill, or in the alternative, I suggested the City, subject to Council directive, would seek damages as allowed by contract.</p>
Forward Lampasas		<p>Staff attended the Forward Lampasas meeting on August 30<sup>th</sup> which was attended by approximately 25 individuals. The meeting was conducted by Eddie Bowden, and presentations were offered by Liz Haviland, LISD Career and Technical Education Director, on offerings and outreach for the programs; and by Boyce Cabiness, representing Lampasas Conservancy. Boyce reviewed recent investigation on historical assets in East Lampasas, and efforts to seek community support and funding. The group also reviewed their 6 project panels that include the Airport, Creek Trails, Code Enforcement, Economic Growth, Downtown Initiatives, and the 580 Sports Park.</p>
Hostess House		<p>Staff has executed Change Orders No. 1 and 2 this past week for a net increase of \$4,621.74 to the Contract amount. Credits for Change Order No. 1 included elimination of permitting fees, reduction in size of grease trap, and copper credit for lightning protection. Additions for Change Order No. 1 primarily including furring and re-routing of mechanical lines to avoid structural members. Change Order No. 2 included credits for deleted beams, resizing of beams, and elimination of specified columns. Additions included costs for replacing warped column, upsizing columns, structural upgrades. Initially, the Contractor requested numerous RFI's and our consultants communicated their concern to the City that the RFI's may have been a reach for additional changes. The position that the City, and our consultants took was to respond briefly and cite applicable plan or specification documentation. Kimberly Thompson, Project Manager, Reliance Architecture, also reports that the contractor has turned the corner on that activity, apparently understanding the firm position our consultants and the City have taken. The structural engineer has also called on the contractor to make deductions where applicable, particularly when a change is necessary. The \$4,621.74 increase in Orders is well within the Contract allowance of \$106,000 contingency, and is relatively light in comparison of the type of work and the scope of the project.</p>
Tax Help		<p>For the second year, the City will be hosting community federal tax filing assistance at the Calvert Building. Volunteers, including our own Bob McCauley and Clay Harrington, will provide individual assistance on Tuesdays from approximately 9:00 a.m. to 1:00 p.m. during the filing season.</p>
Hamilton EMS		<p>Attached is the Hamilton EMS report of activity for the month of August. Of note is the total City of Lampasas calls for service at 44% of County volume, with an average response time of 4 minutes and 55 seconds. Transfers generated within the City of Lampasas accounted for 24% of total calls.</p>

HB3834	Monica Wright has reported to the State Department of Information Resources that the City is in compliance with all cybersecurity training. It's a training I know we all look forward to each year! Thanks for helping us stay in compliance.
Anniversaries	Staff is pleased to recognize the following employees who began their Lampasas careers in September: Fidel Morua, 20 years; Kristy Acevedo, 7 years; Thomas Kelley, 8 years; Bart Baker, 2 years; Sami Ervin, 1 year; Garrett Bradley, 8 years; Steve Knowlton, 3 years; Chris Coronado, 2 years; Jody Cummings, 32 years; Vicki Tower, 8 years; Monica Wright, 19 years; Trevor Johnstone, 2 years; Allyanna Corcoran, 2 years; Carlos Rodriguez, 3 years; Tania Baines, 8 years

5.2	<b>MAYOR'S COMMENTS</b>
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6.0	<b>UNFINISHED BUSINESS</b>
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*There was no unfinished business.*

7.0	<b>NEW BUSINESS</b>
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7.1	Discussion and possible action regarding the first reading of an Ordinance to approve 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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*Council member Pratus moved to approve the first reading of an Ordinance to approve the 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, the motion was seconded by Council member Haider and with a unanimous vote the motion carried.*

- Council member Haider- Aye*
- Council member Pratus- Aye*
- Mayor Pro Tem Morris- Aye*
- Mayor Pearce- Aye*
- Council member Hernandez- Aye*
- Council member Kuehne- Aye*
- Council member Keele- Aye*

7.2	Discussion and possible action concerning the first reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2024 and ending on September 30, 2025; appropriating money for the various
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funds and purposes of such budget including appropriations of money to pay interest and principal sinking fund requirements on all indebtedness; providing a severability clause; providing a repealer clause for the repeal of all Ordinances and appropriations in conflict with the provisions of this Ordinance; and establishing an effective date.

*Council member Pratus moved to approve the first reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning on October 1, 2024 and ending on September 30, 2025; appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal sinking fund requirements on all indebtedness; providing a severability clause; providing a repealer clause for the repeal of all Ordinances and appropriations in conflict with the provisions of this Ordinance; and establishing an effective date, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried.*

*Council member Haider- Aye  
Council member Pratus- Aye  
Mayor Pro Tem Morris- Aye  
Mayor Pearce- Aye  
Council member Hernandez- Aye  
Council member Kuehne- Aye  
Council member Keele- Aye*

7.3 Discussion and possible action regarding Ratifying the Property Tax Revenue Increase reflected in the Fiscal Year 2024-2025 Budget.

*Mayor Pro Tem Morris moved to ratify the Property Tax Revenue Increase reflected in the Fiscal Year 2024-2025 Budget, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

*Council member Haider- Aye  
Council member Pratus- Aye  
Mayor Pro Tem Morris- Aye  
Mayor Pearce- Aye  
Council member Hernandez- Aye  
Council member Kuehne- Aye  
Council member Keele- Aye*

7.4 Discussion and possible action regarding approval of the Lampasas Economic Development Corporation FY 24/25 Budget.

*Council member Pratus moved to approve the Lampasas Economic Development Corporation FY 24/25 Budget, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.5 Discussion and possible action regarding the donation of a surplus 2010 Ford Crown Victoria to the Lampasas ISD Criminal Justice Program.

*Council member Pratus moved to approve the donation of a surplus 2010 Ford Crown Victoria to the Lampasas ISD Criminal Justice Program, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

7.6	Discussion and possible action regarding the award of the Western Street Culvert Replacement Project to KRPS Contractors, LLC, in the amount of \$338,018.40 for the base bid.
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*Mayor Pro Tem Morris moved to approve the award of the Western Street Culvert Replacement Project to KRPS Contractors, LLC, in the amount of \$338,018.40 for the base bid, the motion was seconded Council member Kuehne and with a unanimous vote, the motion carried.*

7.7	Discussion and possible action to consider cost share opportunities for fencing alternatives to secure the Rodeo Arena Facility at the 580 Sports Park to mitigate reoccurring maintenance due to vehicular traffic.
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*Mayor Pro Tem Morris moved to approve cost share opportunities for fencing alternatives to secure the Rodeo Arena Facility at the 580 Sports Park to mitigate reoccurring maintenance due to vehicular traffic in an amount not to exceed \$10,000.00, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried.*

*Adjourn – Council member Keele moved to adjourn at 8:00 p.m., the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

ATTEST

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

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City ManagerITEM NO. 3.1

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

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**Subject:** Discussion and possible action on the Receipt of the Monthly Investment Report for July 2024

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

Date Submitted: Sept. 18, 2024                      For the Agenda of: Sept. 23, 2024

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

**Summary Statement:**

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The weighted average maturity of City investments is 1 day(s).

The City's yield to maturity is 4.97

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$8,197,288.34	32.16%
TexStar	\$1,792,182.66	7.03%
Bancorp South	\$12,071,614.62	47.37%
Money Market	\$3,355,008.94	13.16%
Frost Bank	\$72,056.31	0.28 %

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

City of Lampasas

# Investment Report

As of July 31, 2024



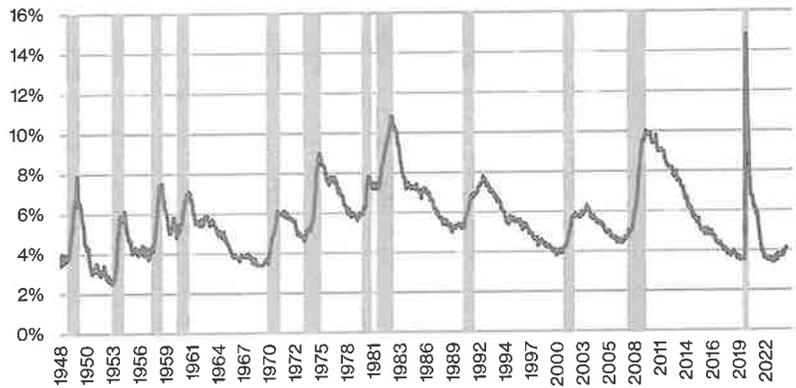
**MEEDER**  
PUBLIC FUNDS

## A Solid Job Market With Signs of Softness



- The U.S. unemployment rate hit a low for this cycle at 3.4% last year.
- The current low rate of near 4% is an extremely low rate by historical standards.
- In the past, when the unemployment rate increased by more than 0.5% from its recent low, the U.S. economy experienced a slow down or recession soon thereafter.

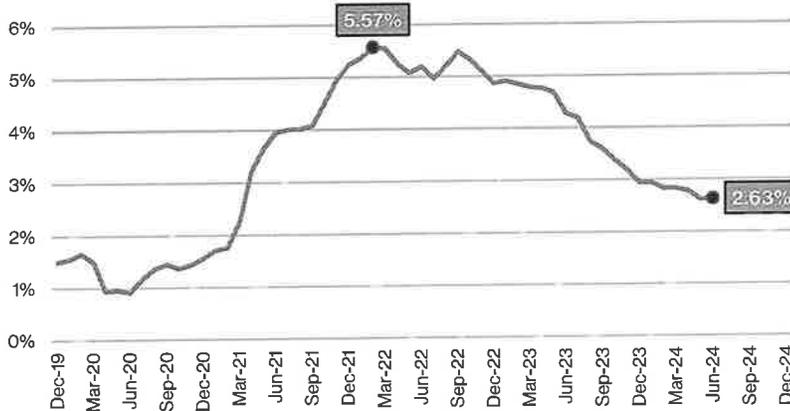
U.S. Unemployment Rate



SOURCE: BLOOMBERG, BUREAU OF LABOR STATISTICS, SHADED AREAS ARE RECESSIONS

## The Fed vs. The Market

PCE Core YoY



- The Federal Reserve's favored inflation gauge, the Core Person Consumption Expenditures Price Index, has fallen precipitously from its high in 2022.
- Core PCE YoY is getting close to the Fed's 2% target, assisting them in their plan to cut rates.

SOURCE: BLOOMBERG, BUREAU OF ECONOMIC ANALYSIS

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Earnings by Fund	17

# Portfolio Overview

SECURITY TYPE	PAR VALUE	MARKET VALUE	BOOK VALUE	% OF PORTFOLIO	DAYS TO MATURITY	YIELD
Bank Deposits	15,498,679.87	15,498,679.87	15,498,679.87	60.81%	1	4.75
LGIP	9,989,471.00	9,989,471.00	9,989,471.00	39.19%	1	5.32
<b>TOTAL</b>	<b>25,488,150.87</b>	<b>25,488,150.87</b>	<b>25,488,150.87</b>	<b>100.00%</b>	<b>1</b>	<b>4.97</b>

**CASH AND ACCRUED INTEREST**

Purchased Accrued Interest		0.00	0.00			
<b>TOTAL CASH AND INVESTMENTS</b>	<b>25,488,150.87</b>	<b>25,488,150.87</b>	<b>25,488,150.87</b>		<b>1</b>	<b>4.97</b>

**TOTAL EARNINGS**

CURRENT MONTH  
108,610.34



**Summary by Type**

SECURITY TYPE	# OF SECURITIES	PAR VALUE	BOOK VALUE	% OF PORTFOLIO	YIELD	DAYS TO FINAL MATURITY
Bank Deposits	2	235,595.93	235,595.93	0.92	4.75	1
<b>TOTAL</b>	<b>2</b>	<b>235,595.93</b>	<b>235,595.93</b>	<b>0.92</b>	<b>4.75</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>17</b>	<b>25,488,150.87</b>	<b>25,488,150.87</b>	<b>100.00</b>	<b>4.97</b>	<b>1</b>



**Position Statement**

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD TO MATURITY	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
<b>BANK DEPOSITS</b>			529,980.48	529,980.48 0.00	529,980.48	4.10		1	1.00 529,980.48	0.00 529,980.48	2.08	NA
<b>TOTAL</b>												
<b>LGIP</b>												
TEXSTAR	TexSTAR	07/31/2024 07/31/2024	1,792,182.66	1,792,182.66 0.00	1,792,182.66	5.31		1	1.00 1,792,182.66	0.00 1,792,182.66	7.03	AAA
<b>LGIP TOTAL</b>			1,792,182.66	1,792,182.66 0.00	1,792,182.66	5.31		1	1.00 1,792,182.66	0.00 1,792,182.66	7.03	AAA
<b>ELECTRIC TOTAL</b>			2,322,163.14	2,322,163.14 0.00	2,322,163.14	5.04		1	2,322,163.14	2,322,163.14	9.11	AAA

<b>LEDC</b>												
<b>BANK DEPOSITS</b>												
700-236-3	Cadence Bank Account	07/31/2024 07/31/2024	160,941.33	160,941.33 0.00	160,941.33	3.97		1	1.00 160,941.33	0.00 160,941.33	0.63	NA
700-109-2	Cadence Bank Account	07/31/2024 07/31/2024	1,085,072.96	1,085,072.96 0.00	1,085,072.96	3.97		1	1.00 1,085,072.96	0.00 1,085,072.96	4.26	NA
<b>BANK DEPOSITS</b>			1,246,014.29	1,246,014.29 0.00	1,246,014.29	3.97		1	1.00 1,246,014.29	0.00 1,246,014.29	4.89	NA
<b>TOTAL</b>												
<b>LEDC TOTAL</b>			1,246,014.29	1,246,014.29 0.00	1,246,014.29	3.97		1	1,246,014.29	1,246,014.29	4.89	NA

<b>SEIZURES</b>												
<b>BANK DEPOSITS</b>												
700-076-3	Cadence Bank Account	07/31/2024 07/31/2024	41,788.67	41,788.67 0.00	41,788.67	4.75		1	1.00 41,788.67	0.00 41,788.67	0.16	NA
201001999	Cadence Bank Account	07/31/2024 07/31/2024	2.98	2.98 0.00	2.98	4.50		1	1.00 2.98	0.00 2.98	0.00	NA
<b>BANK DEPOSITS</b>			41,791.65	41,791.65 0.00	41,791.65	4.75		1	1.00 41,791.65	0.00 41,791.65	0.16	NA
<b>TOTAL</b>												
<b>SEIZURES TOTAL</b>			41,791.65	41,791.65 0.00	41,791.65	4.75		1	41,791.65	41,791.65	0.16	NA

<b>TRUST</b>												
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## Cash Reconciliation Report

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**Accrued Interest Schedule**

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
<b>CASH</b>									
700-047-4	Cadence Bank Account	2024-07-31	9,972,743.47	9,972,743.47	0.00	0.00	41,477.48	41,477.48	0.00
700-321-3	Cadence Bank Account	2024-07-31	395.38	395.38	0.00	0.00	1.72	1.72	0.00
700-418-7	Cadence Bank Account	2024-07-31	36,675.38	36,675.38	0.00	0.00	141.47	141.47	0.00
4001579	Lone Star Capital Bank IntraFI Cash Service	2024-07-31	3,355,008.94	3,355,008.94	0.00	0.00	14,641.62	14,641.62	0.00
TEXPOOL	TexPool	2024-07-31	8,158,586.56	8,158,586.56	0.00	0.00	36,678.94	36,678.94	0.00
<b>TOTAL</b>			<b>21,523,409.73</b>	<b>21,523,409.73</b>	<b>0.00</b>	<b>0.00</b>	<b>92,941.23</b>	<b>92,941.23</b>	<b>0.00</b>
<b>CERT OF OBLIGATION 2016</b>									
TEXPRIME	TexPool Prime	2024-07-31	38,701.78	38,701.78	0.00	0.00	178.61	178.61	0.00
<b>TOTAL</b>			<b>38,701.78</b>	<b>38,701.78</b>	<b>0.00</b>	<b>0.00</b>	<b>178.61</b>	<b>178.61</b>	<b>0.00</b>
<b>ELECTRIC</b>									
700-067-2	Cadence Bank Account	2024-07-31	457,924.17	457,924.17	0.00	0.00	1,829.22	1,829.22	0.00
591732110	Frost Bank Public Fund Checking Account	2024-07-31	72,056.31	72,056.31	0.00	0.00	0.00	0.00	0.00
TEXSTAR	TexSTAR	2024-07-31	1,792,182.66	1,792,182.66	0.00	0.00	8,050.94	8,050.94	0.00
<b>TOTAL</b>			<b>2,322,163.14</b>	<b>2,322,163.14</b>	<b>0.00</b>	<b>0.00</b>	<b>9,880.16</b>	<b>9,880.16</b>	<b>0.00</b>
<b>LEDC</b>									
700-236-3	Cadence Bank Account	2024-07-31	160,941.33	160,941.33	0.00	0.00	549.91	549.91	0.00
700-109-2	Cadence Bank Account	2024-07-31	1,085,072.96	1,085,072.96	0.00	0.00	3,626.01	3,626.01	0.00
<b>TOTAL</b>			<b>1,246,014.29</b>	<b>1,246,014.29</b>	<b>0.00</b>	<b>0.00</b>	<b>4,175.92</b>	<b>4,175.92</b>	<b>0.00</b>
<b>SEIZURES</b>									
201001999	Cadence Bank Account	2024-07-31	2.98	2.98	0.00	0.00	0.00	0.00	0.00
700-076-3	Cadence Bank Account	2024-07-31	41,788.67	41,788.67	0.00	0.00	170.64	170.64	0.00
<b>TOTAL</b>			<b>41,791.65</b>	<b>41,791.65</b>	<b>0.00</b>	<b>0.00</b>	<b>170.64</b>	<b>170.64</b>	<b>0.00</b>
<b>TRUST</b>									

**Earnings by Fund**

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ACCRETION INCOME	NET REALIZED GAIN/LOSS	ADJUSTED INTEREST EARNINGS
<b>CASH</b>											
4001579	Lone Star Capital Bank IntraFi Cash Service	3,355,008.94	3,340,367.32	3,355,008.94	07/31/2024	3.23	5.15	14,641.62	0.00	0.00	14,641.62
700-047-4	Cadence Bank Account	9,972,743.47	10,021,729.60	9,972,743.47	07/31/2024	5.25	4.75	41,477.48	0.00	0.00	41,477.48
700-321-3	Cadence Bank Account	395.38	443.66	395.38	07/31/2024	5.25	4.75	1.72	0.00	0.00	1.72
700-418-7	Cadence Bank Account	36,675.38	34,693.11	36,675.38	07/31/2024	5.25	4.75	141.47	0.00	0.00	141.47
TEXPOOL	TexPool	8,158,586.56	8,121,907.62	8,158,586.56	07/31/2024	5.34	5.32	36,678.94	0.00	0.00	36,678.94
<b>TOTAL</b>		<b>21,523,409.73</b>	<b>21,519,141.31</b>	<b>21,523,409.73</b>		<b>4.97</b>	<b>5.03</b>	<b>92,941.23</b>	<b>0.00</b>	<b>0.00</b>	<b>92,941.23</b>
<b>CERT OF OBLIGATION 2016</b>											
TEXPRIME	TexPool Prime	38,701.78	38,523.17	38,701.78	07/31/2024	4.50	5.46	178.61	0.00	0.00	178.61
<b>TOTAL</b>		<b>38,701.78</b>	<b>38,523.17</b>	<b>38,701.78</b>		<b>4.50</b>	<b>5.46</b>	<b>178.61</b>	<b>0.00</b>	<b>0.00</b>	<b>178.61</b>
<b>ELECTRIC</b>											
591732110	Frost Bank Public Fund Checking Account	72,056.31	72,056.31	72,056.31	07/31/2024	0.00	0.00	0.00	0.00	0.00	0.00
700-067-2	Cadence Bank Account	457,924.17	453,794.95	457,924.17	07/31/2024	5.25	4.75	1,829.22	0.00	0.00	1,829.22
TEXSTAR	TexSTAR	1,792,182.66	1,784,317.2	1,792,182.66	07/31/2024	5.30	5.31	8,050.94	0.00	0.00	8,050.94
<b>TOTAL</b>		<b>2,322,163.14</b>	<b>2,309,982.98</b>	<b>2,322,163.14</b>		<b>5.12</b>	<b>5.04</b>	<b>9,880.16</b>	<b>0.00</b>	<b>0.00</b>	<b>9,880.16</b>
<b>LEDC</b>											
700-109-2	Cadence Bank Account	1,085,072.96	1,081,557.50	1,085,072.96	07/31/2024	3.88	3.97	3,626.01	0.00	0.00	3,626.01
700-236-3	Cadence Bank Account	160,941.33	164,891.42	160,941.33	07/31/2024	3.88	3.97	549.91	0.00	0.00	549.91
<b>TOTAL</b>		<b>1,246,014.29</b>	<b>1,246,448.92</b>	<b>1,246,014.29</b>		<b>3.88</b>	<b>3.97</b>	<b>4,175.92</b>	<b>0.00</b>	<b>0.00</b>	<b>4,175.92</b>
<b>SEIZURES</b>											
201001999	Cadence Bank Account	2.98	2.98	2.98	07/31/2024	0.45	4.50	0.00	0.00	0.00	0.00
700-076-3	Cadence Bank Account	41,788.67	47,634.71	41,788.67	07/31/2024	5.25	4.75	170.64	0.00	0.00	170.64
<b>TOTAL</b>		<b>41,791.65</b>	<b>47,637.69</b>	<b>41,791.65</b>		<b>5.25</b>	<b>4.75</b>	<b>170.64</b>	<b>0.00</b>	<b>0.00</b>	<b>170.64</b>

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PUBLIC FUNDS

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# Lampasas Fire Department

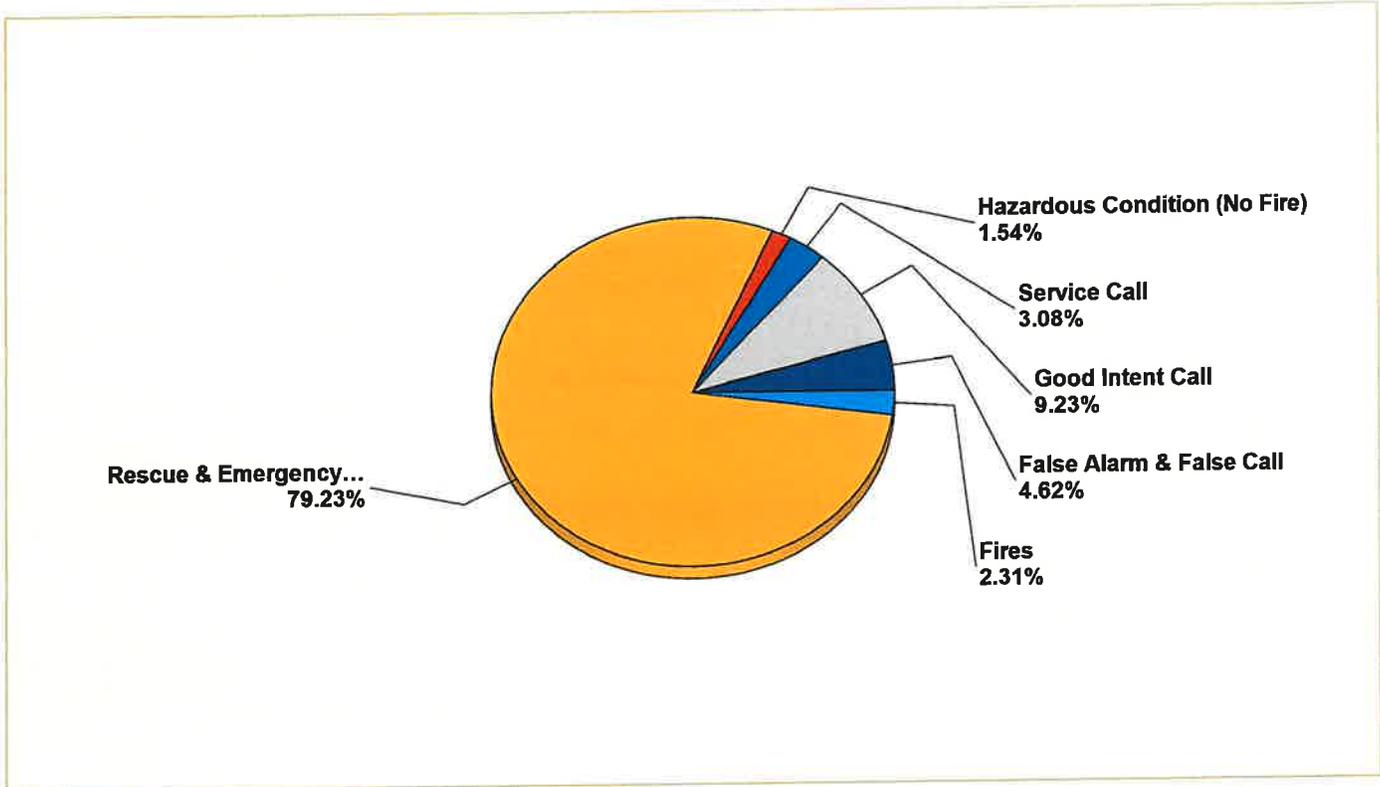
Lampasas, TX

This report was generated on 9/17/2024 7:42:43 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2024 | End Date: 08/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	2.31%
Rescue & Emergency Medical Service	103	79.23%
Hazardous Condition (No Fire)	2	1.54%
Service Call	4	3.08%
Good Intent Call	12	9.23%
False Alarm & False Call	6	4.62%
<b>TOTAL</b>	<b>130</b>	<b>100%</b>

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

49 *[Handwritten Signature]*

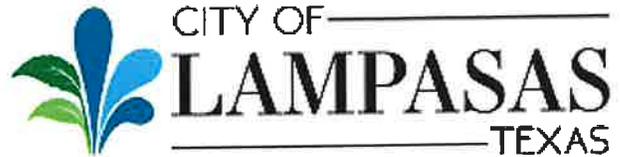
**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
111 - Building fire	1	0.77%
131 - Passenger vehicle fire	1	0.77%
143 - Grass fire	1	0.77%
311 - Medical assist, assist EMS crew	91	70%
322 - Motor vehicle accident with injuries	6	4.62%
324 - Motor vehicle accident with no injuries.	6	4.62%
440 - Electrical wiring/equipment problem, other	1	0.77%
444 - Power line down	1	0.77%
500 - Service Call, other	1	0.77%
551 - Assist police or other governmental agency	1	0.77%
553 - Public service	2	1.54%
600 - Good intent call, other	1	0.77%
611 - Dispatched & cancelled en route	11	8.46%
700 - False alarm or false call, other	2	1.54%
732 - Extinguishing system activation due to malfunction	1	0.77%
735 - Alarm system sounded due to malfunction	2	1.54%
745 - Alarm system activation, no fire - unintentional	1	0.77%
<b>TOTAL INCIDENTS:</b>	<b>130</b>	<b>100%</b>

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



# Memo



## Parks & Recreation

To: Chris Eicher, Parks & Recreation Director  
From: Lupe Charping, Parks Secretary  
Date: September 18, 2024  
Re: Monthly Report – August 2024

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### Brief Monthly Overview – Parks & Recreation

Lupe Charping, Parks Secretary

- Attended meetings with Parks, Parks Facilities, and Cemetery supervisors
- Processed all Purchase orders for Parks, Parks Facilities, Cemetery, and Pools.
- Answered all inquiries regarding Airport, Parks Facilities, Parks, Cemetery and Pools
- Attended weekly Directors' meetings representing the Parks Department
- Order supplies for Parks, Cemetery, Parks Facilities, and Hanna Pool
- Took reservations for Campbell Pavilion
- Prepared and posted packet for the August Parks Board meeting
- Attended and took minutes for the August Parks Board meeting
- Assisted with various ongoing projects
- Followed up with vendors regarding invoices
- Worked closely with Parks, Parks Facilities, Cemetery, and Pool supervisors to help meet their needs
- Assist with monthly reports monthly
- Reviewed time sheets for pool employees
- Submitted all documents for the Airport RAMP Grant
- Reviewed time and attendance

# Memo

## Sports Facilities

To: Chris Eicher  
From: Steven Knowlton  
Date: September 18, 2024  
Re: Monthly Report – August 2024

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### Brief Monthly Overview – Sports Facilities

#### Weekly Activities

- Weekly/Monthly reports, Weekly work schedules, and Employee timesheets
- Sports Parks maintenance & irrigation systems inspection
- Clean all Sports Parks and public restrooms daily

#### Service, Maintenance

- Back-lapped turf mower
- Cyber training
- Maintenance on 2019 Chevy truck
- Maintenance on 2016 Chevy truck

#### Goodrich Tennis Courts

- Mowed, edged, and cut grounds (2x)

#### Gavin Garrett Soccer Complex

- Mowed complex
- Irrigated fields (4x)
- Sprayed herbicides on the grounds
- Mowed old water plant

#### Turner Complex

- Edged, cut and mowed complex (3x)
- Sprayed herbicides in parking lots, infields, and dugouts

#### 580 Sports Complex

- Mowed pond area, and rodeo arena
- Prepared softball fields (4x)
- Mowed, edged, and cut soccer fields and softball fields (2x)
- Set up trash cans for rodeo events and remove banners
- Striped soccer field #1
- Applied ant bait to softball and soccer fields
- Replaced two irrigation sprayers

# Memo



## Cemetery

To: Chris Eicher  
From: Jacob Rivera  
Date: September 18, 2024  
Re: Monthly Report- August 2024

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### **Brief Monthly Overview – Cemetery**

- Weekly reports
- Logged reports of death/site sales
- Sifted dirt
- Filled sunk graves
- Marked area for headstones
- Prepared for funerals
- Assisted customers with future site purchases
- Verified graves for funeral home
- Repaired broken irrigation line
- Repaired broken vases
- Mowed flag area, PCA, PCB, Block 5,6,7,8,9
- Marked and dug cremation hole for service
- Picked up debris
- Edged and cut around curves and graves
- Cut down 3 dead trees and hauled them off
- Researched grave for family
- Edged higher plots throughout the cemetery
- Repaired mower
- Leveled two graves
- Mowed Block 11, 12
- Marked footstone

# Memo



To: Chris Eicher, Parks and Recreation Director  
From: Jessie Acosta  
Date: September 18, 2024  
RE: Monthly Report-August 2024

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## Parks and Recreation

### Daily Activities

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

### Monthly Activity - Overview

- Mow & trim Brook Park
- Mow and trim Campbell Park, Hanna Springs Pool, and Avenue A properties (2x)
- Mow and trim Head Start and Senior Center(2x)
- Mow and trim around the City Hall complex (2x)
- Mow and trim Library Park, mow & trim vacant lot at Library property (2x)
- Trim and mow four corners at Highway 190 & 183 (2x)
- Trim and mow the island at HWY 281 and Walnut Street (2x)
- Mow and trim Cook Cemetery (2x)
- Mow, and trim Airport property
- Mow & trim Hancock Park, Hancock Pool and Hostess House properties (2x)
- Mow and trim Gavin Garrett Complex
- Mow and trim Sueann Park and drainage
- Mow and trim College Street Park, Colored School, and church property
- Cut up and dispose of fallen tree limbs in all parks
- Repair partitions in Brook Park restrooms (vandalism)
- Cut down &remove dead trees at Four Corners
- Assist with closing duties at Hanna Springs Pool
- Prune and shape trees as needed in every park property
- Trim and mow around Parks Shop (2x)
- Rake and level mulch at Brook and Sueann playgrounds; blow off sidewalks & gazebos in all parks
- Vehicle& equipment maintenance as needed
- Clean park shop, restroom, breakroom (weekly)

**Memo**

To: Finley deGraffenried, City Manager  
From: Monica Wright, Director of Information Systems  
Date: Wednesday, September 4, 2024  
Re: August Monthly Report



**Information Systems**

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

IT Service Tickets	218
Facebook Followers	8,253
Twitter Followers	792
Instagram Followers	889
Website Page Views	48,052

**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		

**August Projects Completed:**

- Attended CJIS Awareness training monthly chat webinars
- Assisted 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
- Meeting w/ AT&T to discuss phone solution/attend product demonstration
- Met with Colonial for Open Enrollment
- Reported Texas DIR Security Awareness Training to State- HB 3834
- Attended AT&T VOIP solution product demonstration
- Installed WatchGuard video software update to all PD PCs
- Nextlink onsite for fiber repair at Cemetery
- Created ticket with Nextlink for internet outage at Hancock Park Pool
- Installed POE++ switch at WM Brook Park for camera
- Installed POE++ switch at Campbell Park
- Obtained quote for PD WatchGuard AuthPoint licenses
- Installed security camera at WM Brook Park
- Replaced PD Dispatch printer
- Built out replacement Meter Reader laptop/configured/installed Neptune software
- Created new PD Linksys VM server/Windows 11
- Migrated/updated City Cobian VM server to Windows 11
- Migrated/updated PD Cobian VM server to Windows 11
- Migrated W/WWW tablet to Windows 11
- Upgraded all Windows 10 pcs to Windows 11
- Worked with PD, Court, and vendor on citation import errors

**September Projected Projects:**

- Attend CJIS Awareness training monthly chat webinars
- Work with vendor and staff to prepare CJIS audit documents
- Schedule simulated CJIS audit with staff and TSM Consulting
- Obtain quote from AT&T engineer for replacement damaged fiber at IT Building
- Schedule AT&T onsite to replace damaged fiber at IT Building
- File dispute with AT&T for internet charges/apply credit
- Demo AT&T phone solution with staff – AT&T Office@Hand software solution
- Nextlink fiber repair at Cemetery

- Motorola License Plate Reader (LPR) software install on PD PCs
- Install security camera at WM Brook Park/Campbell Park
- Post Fall/Winter events on website/socials
- Order PD WatchGuard AuthPoint licenses
- 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
- Dispose of outdated/broken technology items
- Upgrade OS on all PCs/laptops to Windows 11 OS

### **FY 2023/2024 Budgeted Projects:**

- TylerTechnology ExecuTime Time & Attendance *(completed)*
- PD Verizon phone upgrades *(completed)*
- FD Verizon phone upgrades *(completed)*
- Obtain quote/configure EDC tablet w/ eSIM *(completed)*
- Nextlink internet service at Cemetery *(completed)*
- Implement Mobile Device Management (MDM) solution *(completed)*
- Obtain quote/configure W/WWV Toughbook tablet w/ eSIM *(completed)*
- Obtain quote/order (15) Microsoft Office 2019 STD licenses *(completed)*
- Nextlink internet service at Parks 580 Sports Complex *(completed)*
- Nextlink internet service at Parks Barn *(completed)*
- (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)*
- Migrate Windows 10 VM server to Windows 11 *(completed)*
- Migrate Windows 10 desktop PCs to Windows 11 (ongoing)
- Migrate Windows 10 tablets to Windows to Windows 11 (ongoing)
- 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)
- 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 AT&T copper phone lines to digital with Office@Hand software (FY 24-25)
- Replace FD security cameras (FY 24-25)
- Replace (4) FD Laptops (EOL) (FY 25-26)
- Replace (7) Library Laptops (EOL) (FY 25-26)
- Replace (3) Electric Laptops (EOL) (FY 25-26)
- Replace (1) Muni Court Laptop (EOL) (FY 25-26)
- Replace (1) Meter Reader Laptop (EOL) (FY 25-26)
- Replace (1) Animal Shelter Laptop (EOL) (FY 25-26)
- Replace (1) Streets Tablet (EOL) (FY 25-26)
- Replace (6) WWW Laptops/Tablets (EOL) (FY 25-26)
- Replace (10) PD Laptops (EOL) (FY 25-26)
- 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

## LAMPASAS PUBLIC LIBRARY

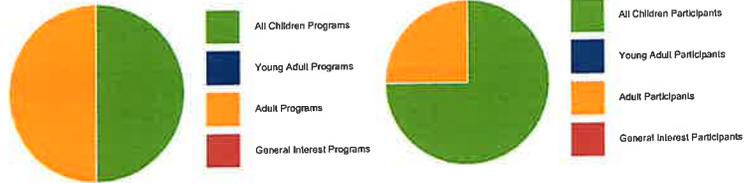
### AUGUST 2024

Circulation	We circulated 4,510 items in August, which is down 3.2% from July (4,661).
Door Count	There were 3,610 visitors during August, which is up 14% from July (3,166).
Internet Usage	There were 378 Internet sessions in August, up 3.3% from July.
Wifi Usage	In August, 137 unique visitors accessed our wifi network. This is up 39.8% from last month. Our total number of sessions in August was 351, up 4.4% from July. (See attached infographics as well.)
Text Interactions	We communicated, via text messages, with 141 unique phone numbers in August, which is down 12.4% from July (161). We sent/received a total of 714 messages, which is down 11.7% from last month (809).
Video Streaming	We had 3 clicks in the adult collection (down 70% from July) and 2 clicks in the kids' collection of videos (down 77.8% from July), for a total of 5 (down 73.7% overall).
August Programs	We had two staff story times, a story time, How Pinteresting! (painted wooden coasters), Cornelia Key Book Club, STEAM Day (ancient Greek architecture), and 42 Club. Our volunteer resumed reading at Heritage Daycare this month, as well.
Upcoming Programs	In September, we will have two staff story times, a story time, How Pinteresting! (fall décor), Cornelia Key Book Club, STEAM Day (Lego Robotics), and 42 Club. September is also Library Card Sign-Up Month.

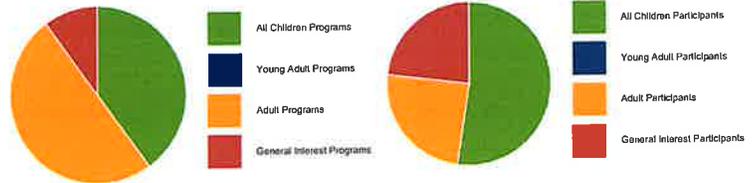
# Lampasas Public Library

## October, 2023 - August, 2024

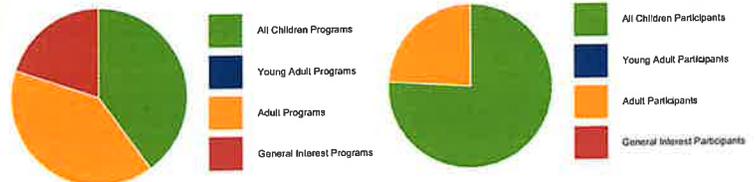
October					
Overview					
All Children Programs	4	50%	All Children Participants	57	75%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	50%	Adult Participants	19	25%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	8		Total Participants	76	



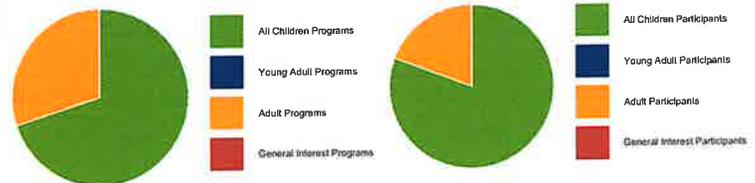
November					
Overview					
All Children Programs	4	40%	All Children Participants	68	52.31%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	50%	Adult Participants	32	24.62%
General Interest Programs	1	10%	General Interest Participants	30	23.08%
Total Programs	10		Total Participants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



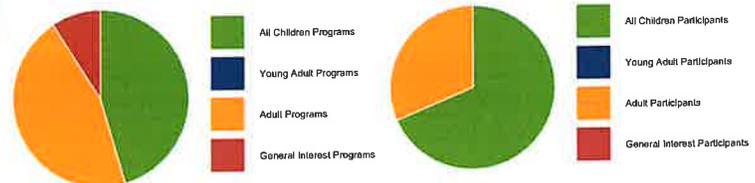
December					
Overview					
All Children Programs	2	40%	All Children Participants	38	76%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	40%	Adult Participants	12	24%
General Interest Programs	1	20%	General Interest Participants	0	0%
Total Programs	5		Total Participants	50	



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



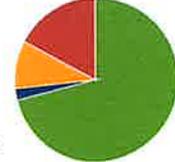
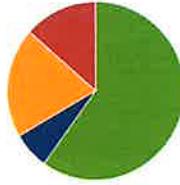
February					
Overview					
All Children Programs	5	45.45%	All Children Participants	109	68.55%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	45.45%	Adult Participants	50	31.45%
General Interest Programs	1	9.09%	General Interest Participants	0	0%
Total Programs	11		Total Participants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



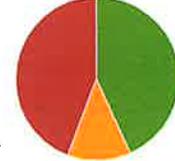
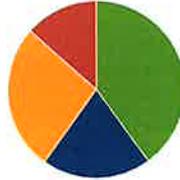
# Lampasas Public Library

## October, 2023 - August, 2024

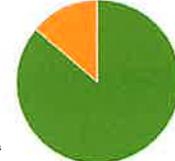
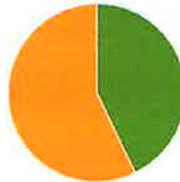
March					
Overview					
All Children Programs	9	60%	All Children Participants	158	71.17%
Young Adult Programs	1	6.67%	Young Adult Participants	5	2.25%
Adult Programs	3	20%	Adult Participants	21	9.46%
General Interest Programs	2	13.33%	General Interest Participants	38	17.12%
Total Programs	15		Total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



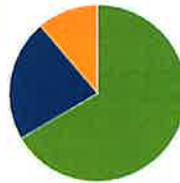
April					
Overview					
All Children Programs	6	40%	All Children Participants	97	43.3%
Young Adult Programs	3	20%	Young Adult Participants	0	0%
Adult Programs	4	26.67%	Adult Participants	28	12.5%
General Interest Programs	2	13.33%	General Interest Participants	99	44.2%
Total Programs	15		Total Participants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



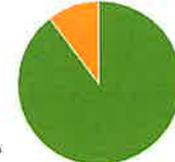
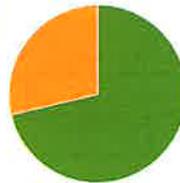
May					
Overview					
All Children Programs	3	42.86%	All Children Participants	119	86.23%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	57.14%	Adult Participants	19	13.77%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	7		Total Participants	138	



June					
Overview					
All Children Programs	12	66.67%	All Children Participants	1237	96.94%
Young Adult Programs	4	22.22%	Young Adult Participants	31	2.43%
Adult Programs	2	11.11%	Adult Participants	8	0.63%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	18		Total Participants	1276	

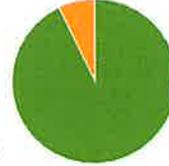
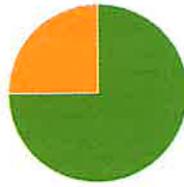


July					
Overview					
All Children Programs	5	71.43%	All Children Participants	148	89.7%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	28.57%	Adult Participants	17	10.3%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	7		Total Participants	165	

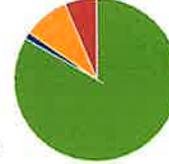
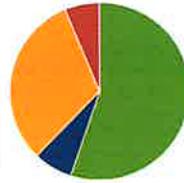


## Lampasas Public Library October, 2023 - August, 2024

August					
Overview					
All Children Programs	6	75%	All Children Participants	119	92.97%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	25%	Adult Participants	9	7.03%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	8		Total Participants	128	



Year in Review					
Overview					
All Children Programs	63	55.26%	All Children Participants	2268	83.57%
Young Adult Programs	8	7.02%	Young Adult Participants	36	1.33%
Adult Programs	36	31.58%	Adult Participants	243	8.95%
General Interest Programs	7	6.14%	General Interest Participants	167	6.15%
Total Programs	114		Total Participants	2714	



# Lampasas Public Library

## August-2024

In August, 137 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



351 ↑ 4.15%

### Monthly Sessions



316 ↑ 6.76%

### Total Visits



137 ↑ 39.8%

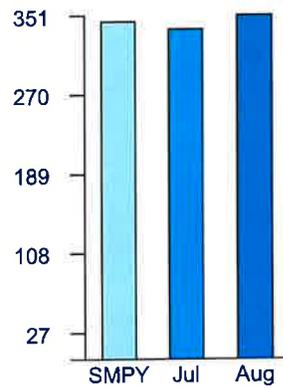
### Unique Visitors



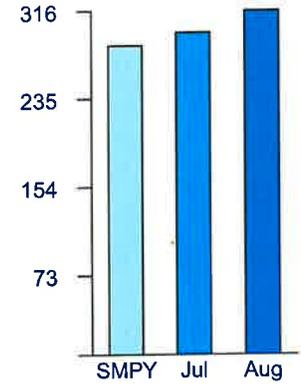
2.31 ↓ -23.51%

### Average Return Rate

Total Monthly Session Count

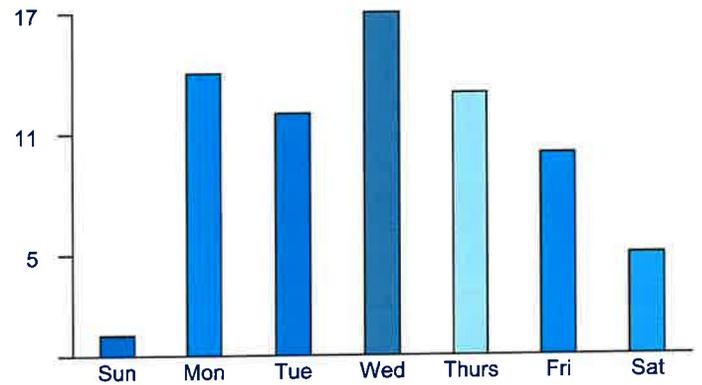


Total Monthly Visits

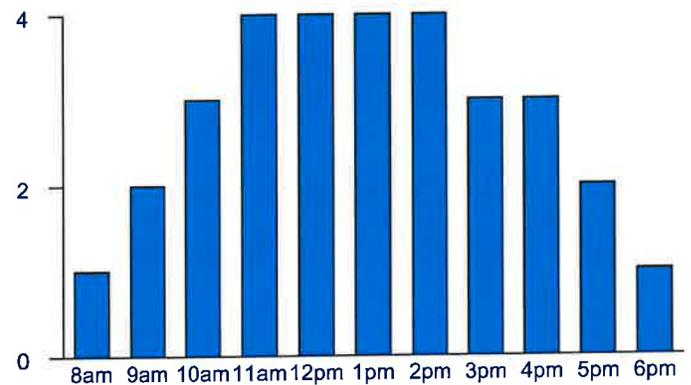


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



## MEMO:

To: Finley deGraffenied, City Manager

From: Kris Morin, Golf Course Manager

cc: City Council Members

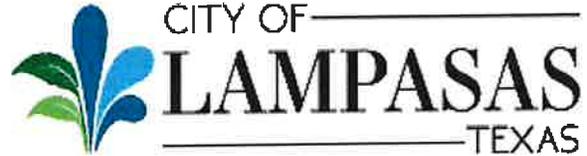
Date: September 5, 2024

Re: Monthly Report, August 2024

- 
- Weekly mowing and maintenance procedures performed on an as needed basis on the golf course
  - Weekly vertical mowing of greens to aid in thatch control on the greens surface
  - Weekly topdressing, and coco-mat dragging, program is continuing on a as needed basis, to aid in smoothing out greens
  - Weekly greens fertility application to all greens throughout the month
    - Includes liquid fertility, fungicide, insecticide, wetting agent, and growth regulators
  - Monthly Application of growth regulator (primo) and iron to fairways, tees, and approaches is continuing as part of the Agronomic plan
    - Halted this process the week before, and the week after aerification to allow holes to fill
  - Monthly application of custom slow-release fertilizer (granular) is being applied to greens and tee boxes to aid in plant health
  - A monthly application of root and soil enhancer
    - Hand watering has slowed tremendously with the implementation of soil wetting agents to aid in water absorption to the plant roots and leaves
    - Saved on labor for hand watering historical hot spots
  - Aerified ALL Greens and Tee Boxes on August 5<sup>th</sup> and 6<sup>th</sup>
  - A heavy topdressing of USGA spec topdressing sand was applied to aid in filling aerification holes
    - An enrich landscape mix was used on #2 and #13 greens to attempt to create more organic matter in the greens profile
  - A hydraulic brush was used to work the topdressing sand into all holes
  - Applied a post-emerge herbicide to all greens and greens surrounds to aid in eradicating goosegrass around greens
  - Applied a post-emerge herbicide to all greens and greens surrounds to aid in eradicating nutsedge around greens

- Applied a different formulation of post-emerge herbicide to all tee boxes, fairways, approaches, and collars to aid in eradicating goosegrass in “high profile” areas
- Bi-annual Fire Ant Bait application was made to the entire golf course, and should provide control until the spring
- Greens mower heights have been maintained at .125” as this seems to be a good setting for greens speed and plant health
- Brush kit are still being used regularly to aid in greens speeds
  - .100” seems to be a good brush setting
- Temporary greens are still in use on #2 and #13 due to severe winter kill. Hope to be back on these greens by Club Championship (September 15<sup>th</sup>)
- Maintenance crew repaired several old irrigation heads, as the internals were worn, and the entire heads needed to be replaced
- Play slowed down this month compared to June and July, as temperatures were significantly hotter in August. Aerification slowed play as well as for about a week or two due to the holes.
- The course held one annual golf tournament during the month of August that generated the following number of participants:
  - Jeff and Murray Urofsky Memorial Golf Tournament- 126 Players
- Since the weather was hot in the month of August 2024, we had a slower month. In addition, we were closed for two days for aerification and play slowed down for a week or so after. However, we had a slight increase of approximately less than 1% from 2023 to 2024.
  - Junly 2024 Greens Fee Totals = 988 Rounds (This does not include member play)
  - June 2023 Greens Fee Totals = 976 Rounds (This does not include member play)

# Memo



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

From: Lewann Turner, Court Clerk I

Date: Wednesday, September 18, 2024

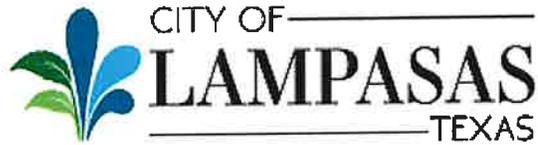
Re: Monthly Report August 2024

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The mission of the Lampasas Municipal Court is to serve as the Judicial Branch of the City that processes and adjudicates all Class C Misdemeanors occurring within the city's police jurisdiction in a fair, accessible and timely manner.

As reported to the Office of Court Administration, OCA is a state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice and is governed primarily by Chapter 72 of the Texas Government Code, the Lampasas Municipal Court figures are as follows:

New Cases	185
Convictions	87
Compliance Dismissals	42
Hrs. Community Service Completed	126
Total Dollar Amount CS	\$1,577.15
Waived for Indigency	\$580.80
Total Collected	\$40,789.80
Total kept by City	\$29,068.37



## **CITY SECRETARY DEPARTMENT/ AUGUST 2024 MONTHLY REPORT**

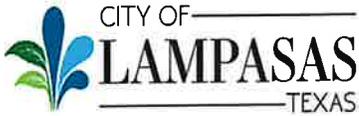
Brief Monthly Overview of Department Employees:

### **Becky Sims, City Secretary/Zoning Administrator**

- Assisted the City Manager, ACM, EDC Director and Building Official with daily operations.
- Prepared and posted packet, attended and took minutes for the August 5 and August 19, 2024 Budget Workshop with City Council
- Attended meeting with Frontier Solutions on August 7, 2024.
- Prepared and posted packet, attended and took minutes for the August 12 and August 26, 2024 City Council Meeting
- Met with Amermin on August 13, 2024
- Attended a meeting regarding Northington Estates on August 14, 2024.
- Attended a Hill Country Chapter meeting on August 15, 2024.
- Posted packet, attended and took minutes for the LEDC Meeting August 21, 2024.
- Attended a pre-construction meeting with NAPA on August 27, 2024.
- Attended a Crucial Conversations Athenian Dialogue on August 28, 2024.
- Attended a Records Management Seminar on August 29-30, 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 August
- Worked on updating MYGOV with developer
- Attended August City Council Meetings
- Attended August Budget Workshops with Council
- Attended August LEDC Meetings
- Attended meeting with Frontier Solutions on August 7, 2024
- Attended a meeting regarding Northington Estates on August 14, 2024.
- Attended a pre-construction meeting with NAPA on August 27, 2024.
- Prepared Cemetery Deeds and filed with County
- Handled Waste Connections Inquiries
- Cross-Training and learning about Zoning
- Attended Hostess House Bi-Weekly Meetings



Finance/Utility Billing & Collection

# MEMO

Date: September 18, 2024

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for August 2024

## Finance Department:

- \* Worked on budget numbers and adjustments.
- \* Attended budget workshops and Council meetings to finalize budgets.
- \* Prepared budget notices placed in newspaper.
- \* 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 August was \$254,864 which is a decrease of 2% from August 2023.
- \* Reconciled 18 bank accounts
  - Processed 431 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

## Utility Department:

- The Electric billing for August 2024 was 20% lower than what was billed in August 2023. The Water billing for August 2024 was 17% lower than what was billed in August 2023.
- August Statistics for the department:

Total Water Customers	3,639
Total Wastewater Customers	2,894
Total Electric Customers	5,133
Residential Garbage Customers	2,779
Connects:	33
Disconnects:	27
Read In/Read Out:	39
Disconnects for Non-Pay:	11 (7 reconnected)
(days over 100 degrees we will not disconnect)	



## Memo

To: City Manager Finley deGraffenried

From: Police Chief Jody Cummings

Date: 09.09.24

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

1. Chief of Police Jody Cummings attended two regular City Council Workshops and Regular Meetings.
2. Assistant Chief Boswell attended a Special City Council Budget Meeting.
3. Chief Cummings attended three Director's Meetings.
4. Asst Chief Charlie Boswell attended one Director's Meeting
5. Chief Cummings completed mandated bi-annual 40-hour chief's training.
6. Sgt Inv Tim Ryan made a Church Safety/Security presentation to a local church.
7. Department employees participated in CPR/Stop the Bleed training.
8. Chief Cummings, staff & department employees participated in a Code Enforcement meeting.
9. Police department uniformed patrol officers participated in a 2-day state mandated ALERRT (Advanced Law Enforcement Rapid Response Training) hosted by the Copperas Cove Police.
10. Police Department employees participated in a critical incident debriefing concerning double-murder-suicide call/case.
11. Police department SRO's (School Resource Officers) supported Meet-the-Teacher at all 5 Lampasas ISD's campuses.
12. Chief Cummings, Asst Chief Boswell and Dispatch Supervisor Sanguinet participated in a conference call with AT&T about VOIP phone line transition.
13. Police department SRO's (School Resource Officers) and staff supported the first two days of school.
14. Pat Lt Chuck Montgomery and SRO Sgt Steve Sheldon attended the Sheriff's mandated yearly school safety meeting.
15. Lampasas Animal Shelter hosted a Clear the Shelter event.

# Memo



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

## Human Resources

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### Brief Monthly Overview - Human Resources

Vicki Tower, HR Coordinator

- Prepared for and assisted with the City's annual Open Enrollment August 13<sup>th</sup> & August 14<sup>th</sup>
  - Prepared FY 24-25 enrollment forms for all full-time employees
  - Reviewed each full-time employee's enrollment forms prior to Open Enrollment
  - Assisted employees with any changes and/or questions regarding medical, dental, vision and FSA benefits
  - Updated census information with employees' medical, dental, vision and FSA selections for FY 24-25
  - Created FY 24-25 insurance packets for retirees
- Assisted with compiling data for compensation study
- Attended Sick Pool Committee meeting on August 8<sup>th</sup>
- Attended City Council Meeting on August 26<sup>th</sup>
- Attended FY24-25 compensation review meeting on August 30<sup>th</sup>
- 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: 116 Full-time positions, 16 Part-time positions, 1 Seasonal Part-time
- Posted Vacancies:
  - Full-time: Line Worker; Golf Course Greenskeeper; Economic Development Director; Utility Distribution/Collection Tech.; Police Officer or Police Cadet

**Summary Notes**

Building permits are up from 35 in July 2024 to 41 in August 2024.

YTD Residential Fees Collected	\$14,712.73
YTD Commercial Fees Collected	\$10,636.25

**The largest commercial project for the month:**  
 Permit #: 2024-289  
 Street: 502 S Pecan  
 Value: \$5,000

<b>Inspections made year to date are as follows:</b>	
<b>Building Inspections</b>	214
<b>Electrical Inspections</b>	103
<b>Gas Inspections</b>	17
<b>Irrigation Inspections</b>	1
<b>Plumbing Inspections</b>	120
<b>Fire Inspections</b>	1
<b>Mechanical Inspections</b>	1
<b>Storage Building</b>	1
<b>Total # of Inspections</b>	<b>458</b>

<b>Major categories of permits issued y.t.d. as follows:</b>	
<b>Commercial</b>	58
<b>Residential</b>	196
<b>Total # of Permits</b>	<b>254</b>



**August, 2024**

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

Last Year - This Year	August, 2023	August, 2024	% Change
<b>Number of Permits</b>	20	41	105.00%
<b>Total Valuation</b>	\$86,918.98	\$117,729.13	35.45%
<b>Total Fees</b>	\$1,632.16	\$25,348.98	1453.09%

Year to Date	January, 2023 to August, 2023	January, 2024 to August, 2024	% Change
<b>Number of Permits</b>	307	254	-17.26%
<b>Total Valuation</b>	\$2,676,423.13	\$3,067,365.39	14.61%
<b>Total Fees</b>	\$27,410.25	\$88,207.61	221.81%

12 Months Previous Year	September, 2022 to August, 2023	September, 2023 to August, 2024	% Change
<b>Number of Permits</b>	400	346	-13.50%
<b>Total Valuation</b>	\$3,364,223.08	\$3,808,525.72	13.21%
<b>Total Fees</b>	\$35,784.45	\$98,041.29	173.98%

## City of Lampasas

## M E M O

To: Mayor and City Council  
 From: Finley deGraffenried  
 Re: Manager's Report  
 Date: 20 September 2024

- Fire Dept** Chief Adams reports Ladder One has been transported to Killeen to initiate rehabilitation at Siddons-Martin. Council's directive, through the budget process, was to extend the useful life of the apparatus while saving for a replacement over the next 5 to 7 years. The rehabilitation is expected to take up to 6 months to assess and complete.
- LAFTA** The Lampasas Association for the Arts ("LAFTA") has reported that 6 new sculptures have been installed at the Campbell Park Sculpture Garden. Installation was conducted with LAFTA volunteers and artists on September 14<sup>th</sup>, with support from the Lampasas Parks Department. Also, remember to get your tickets to LAFTA's Boots and Blazers event, on October 12, at Lafta.org or at Hodges and Sargent Pharmacy.
- Fencing** If you have the opportunity, maybe on your way to Boots and Blazers, take a look at the new fencing adjacent to the Hanna Springs Pool Parking area at North and Live Oak. The fencing was a condition of the acquisition of the property, that had long been identified to address parking needs. The Street Department prepared and installed the foundation, and Eco-Flex generously provided materials and installation for the fence. The fence will serve as a sound/light barrier between the future parking lot and development to the south.
- Community Luncheon** Chief Cummings and Chief Adams have announced the date for the annual Community lunch and toy drive as December 2, 2024. The annual event provides an opportunity for fellowship and is the primary funnel for collection of items and donations for the Christmas Toy distribution.
- FEMA/TDEM** Ryan Ward and Chief Adams have been working with State and Federal sources for a disaster recovery reimbursement grant as a result of localized flooding and impacts to City drainage and apparatus. Reimbursement will be sought, and almost certainly awarded, for repairs to Engine One as a result of deployment for swift water rescue; and for repair to East Ave H, culvert and drainage. Total reimbursement is estimated at approximately \$160,000 with the lion's share for Ave. H.
- BB-Q for Books** Get your tickets to help support the Library Foundation and the Lampasas Library. Shanda reports the annual Bar-B-Que for Books lunch will be held on October 21<sup>st</sup> with tickets available from Foundation Board members, the Lampasas Library, or Hodges and Sargent Pharmacy. Delivery is available for orders of 6 or more.

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City Manager

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

**7.1**  
**Item No.**

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**SUBJECT:**

Discussion and possible action concerning the second reading of an Ordinance setting the Tax Rate and Levying a tax 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 the various funds and items for which revenue must be raised including providing a Sinking Fund for the retirement of the Bonded Debt for the City of Lampasas; and establishing an Effective date.

REQUESTED BY: Yvonne Moreno, Finance Director

SUBMITTED BY: Yvonne Moreno, Finance Director

DATE SUBMITTED: Sept. 17, 2024 FOR THE AGENDA OF: Sept. 23, 2024

Expenditure Required: N/A

Available Funding: N/A

Attachments:

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**SUMMARY STATEMENT:**

The attached ordinance adopts a total tax rate of \$0.340000 cents for the 2024 tax year. The tax rate is divided between \$0.275141 cents for general fund maintenance and operations and \$0.064859 cents for debt service (interest and sinking fund.)

**The motion to adopt the ordinance that sets the tax rate must be made in the following form with a record vote:**

**“I move that property tax rate be increased by the adoption of a tax rate of \$0.340000, which is effectively a 9.76 percent increase in the tax rate.”**

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**Recommendation: Please take record vote on setting the tax rate.**

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

**AN ORDINANCE SETTING THE TAX RATE AND LEVYING A TAX 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 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; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Chief Appraiser of the Lampasas County Tax Appraisal District has prepared and certified the appraisal roll for the City of Lampasas, Texas, said roll being that portion of the approved appraisal roll of the Lampasas County Tax Appraisal District which lists property taxable by the City of Lampasas, Texas; and

**WHEREAS**, the City has duly complied with all state requirements regarding notification of the public; and

**WHEREAS**, a public hearing was duly held on September 3, 2024 and all interested persons were given an opportunity to be heard; and

**WHEREAS**, the City Council has complied with all applicable requirements of the Texas Property Tax Code prior to setting the tax rate for said City for 2024; and

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

**SECTION 1.** That the tax rate of the City of Lampasas, Texas for the tax year 2024 be, and is hereby, set at \$0.340000 on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City.

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 9.76 PERCENT AND WILL INCREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$35.86**

**SECTION 2.** That there is hereby levied and there shall be collected for the tax year 2024 for the use, support, and permanent improvements of the municipal government of the City of Lampasas, Texas and to provide interest and sinking funds for the retirement of debt, upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, said tax; and said tax, so levied and collected shall be apportioned to the specific purposes hereinafter set forth; to wit;

- A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) \$0.275141 cents on each one hundred dollars (\$100) of the taxable value of such property; and,

B. To pay interest and principal sinking fund requirements on all outstanding indebtedness of said City \$0.064859 Cents on each \$100 dollars (\$100) of taxable value of such property.

**SECTION 3.** That the Chief Appraiser is hereby authorized to assess and collect the taxes of said City employing the above tax rate.

**SECTION 4.** That the Director of Finance in said City shall keep accurate and complete records of all monies collected under this Ordinance and of the purposes for which same are expended.

**SECTION 5.** That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Lampasas Annual Budget 2024-2025.

**SECTION 6.** That all monies collected which are not specifically appropriated shall be deposited in the general fund.

**SECTION 7.** That all ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

READ AND APPROVED on the First Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

PASSED AND APPROVED, on the Second Reading, at a regular meeting of the City Council of the City of Lampasas, Texas this \_\_\_\_\_ day of \_\_\_\_\_, 2024, at which meeting a quorum was present, held in accordance with the provisions of Article 6252-17, V.A.T.S.

**APPROVED**

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

**ATTEST:**

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

APPROVED AS TO FORM:

Jo Christy Brown, City Attorney

(Signature of Attorney Provided on Separate Page, to be Attached)

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City Manager

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

7.2  
Item No.

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**SUBJECT:**

Discussion and possible action concerning the second reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the Fiscal Year Beginning on October 1, 2024 and ending on September 30, 2025; Appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; Providing a severability clause; providing a repealer clause for the repeal of all Ordinances and Appropriations in conflict with the provisions of this Ordinance; and Establishing an Effective Date.

REQUESTED BY: Yvonne Moreno, Finance Director

SUBMITTED BY: Yvonne Moreno, Finance Director

DATE SUBMITTED: Sept. 17, 2024 FOR THE AGENDA OF: Sept 23, 2024

Expenditure Required: N/A

Available Funding: N/A

Attachments: Ordinance

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**SUMMARY STATEMENT:**

The attached ordinance will formally adopt the proposed budget for the 2024-2025 Fiscal Year.

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**Recommendation: Please take record vote on adopting the budget.**

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

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2024 AND ENDING ON SEPTEMBER 30, 2025; APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH BUDGET INCLUDING APPROPRIATIONS OF MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENTS ON ALL INDEBTEDNESS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE FOR THE REPEAL OF ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, a budget for operating the municipal government of the City of Lampasas for the fiscal year October 1st, 2024, to September 30th, 2025, has been prepared and reviewed by City Council through a series of workshops with city staff; and

**WHEREAS**, opportunity for public input was provided at the Public Hearing conducted on August 26, 2024 for which notice was posted in the local newspaper; and

**WHEREAS**, after full and final consideration of proposed expenditures, revenues, financial condition, and comparative expenditures as presented, it is the consensus of opinion that the budget as considered and amended should be approved and adopted;

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

**SECTION 1.** That the City Council of the City of Lampasas ratifies, approves and adopts the budget as finally considered for the fiscal year of October 1, 2024, to September 30, 2025, a copy of which shall be filed with the office of the City Secretary and with the Lampasas County Clerk and which is incorporated herein for all intents and purposes.

**SECTION 2.** That the appropriations for the 2024-2025 fiscal year for the different administrative units and purposes of the City of Lampasas, Texas be fixed and determined for said fiscal year in accordance with the expenditures shown in said budget, and that the distribution and division of said appropriations be made in accordance with said budget including such amounts shown for providing for sinking funds for the payment of the principal and interest and the retirement of the bonded debt of the City of Lampasas.

**SECTION 3.** That the expenditure of the budgeted items shall comply with the City's purchasing Policy and the City Charter.

**SECTION 4.** That should any part, portion, or section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of a section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

**SECTION 5.** That all ordinances and appropriations for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

**SECTION 6.** That this ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

READ AND APPROVED on the First Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

PASSED AND APPROVED, on the Second Reading, at a regular meeting of the City Council of the City of Lampasas, Texas this \_\_\_\_\_ day of \_\_\_\_\_, 2024, at which meeting a quorum was present, held in accordance with the provisions of Article 6252-17, V.A.T.S.

**APPROVED**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

Jo Christy Brown, City Attorney

(Signature of Attorney Provided on Separate Page, to be Attached)

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City Manager

ITEM NO. 7.3

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

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**SUBJECT:**

Discussion and Possible Action concerning the Audit Engagement Letter for the City of Lampasas' current fiscal year which began October 1, 2023 and will end September 30, 2024.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: Sept. 17, 2024 For the Agenda of: Sept. 23, 2024

**Procurement and Funding Statement:**

Funding will be from the Finance Department's annual operating budget. Cost for the audit is \$49,000, which is a \$4,000.00 increase from previous year. This figure includes the regular Audit for \$44,000, a Single Audit-Basic for \$2,000 and a Single Audit -One Major Program for \$3,000. A Single Audit is required if an entity receives over \$750,000 in federal awards and those expense are verified until the award is spent in full.

Attachments: Engagement letter from Singleton, Clark & Company, PC

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**Summary Statement:**

Preston K. Singleton, CPA, with Singleton, Clark & Company, PC has submitted their engagement letter to perform the Fiscal Year 2024 Financial Audit. Mr. Singleton's firm has prepared the City's audits for a number of years. Preliminary work is expected to begin prior to the end of the current Fiscal Year. The price is primarily driven by the time required by auditing standards to perform governmental audits as well as the requirement to employ qualified staff.

**Recommendation:**

After review and discussion of engagement letter, please make a motion to approve engagement of Singleton, Clark, & Company, PC to perform Fiscal Year 2024 audit in the amount of \$49,000.



August 23, 2024

To the Honorable Mayor and City Council of the  
City of Lampasas, Texas

We are pleased to confirm our understanding of the services we are to provide the City of Lampasas, Texas for the year ended September 30, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities (if any), each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City of Lampasas, Texas as of and for the year ended September 30, 2024.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Lampasas, Texas's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Lampasas, Texas's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the City's Proportionate Share of the Net Pension Liability (if applicable)
- 3) Schedule of City Contributions (if applicable)
- 4) Schedule of the City's Proportionate Share of the Net OPEB Liability (if applicable)
- 5) Schedule of City Contributions (if applicable)

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Lampasas, Texas's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Schedules of Non-Major Funds
- 2) Budgetary Schedules
- 3) Schedule of Expenditures of Federal Awards (if applicable)

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Transmittal Letter (when applicable)
- 2) Statistical Section (when applicable)

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner to achieve fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the City. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- 1) Misstatement of revenue
- 2) Misstatement of accrued payroll
- 3) Misstatement of accounts payable
- 4) Miscoding of expenditures by department and object code

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Lampasas, Texas's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Lampasas, Texas's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City of Lampasas, Texas's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Lampasas, Texas in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others.

In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon.

Your responsibilities also include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Lampasas, Texas; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Singleton, Clark & Company, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the entity or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Singleton, Clark & Company, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the entity or a federal agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit during the fall months of 2024 from our office and with a preliminary interim fieldwork visit to your office, conduct final fieldwork onsite with you in the winter, and to issue our reports no later than 180 days after your fiscal year end. Nathan White is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these service is estimated to be as follows:

Financial Statement Audit	\$ 44,000
Single Audit – Basic Procedures	2,000
Single Audit – One Major Program	<u>3,000</u>
Total	<u>\$ 49,000</u>

However, given the nature of an audit and the possibility that unexpected circumstances or conditions may be encountered, such as deficient accounting records or indications of fraud or irregularities, professional standards do not allow us to guarantee minimum audit fees. The above fee is also based on anticipated cooperation from your personnel. If we determine that significant additional time will be necessary to complete the audit, we will discuss it with you in advance and arrive at a new fee amount before we incur the additional time and costs. In addition, the above fee is based on the understanding that the City will require only one federal program to be tested, should additional Single Audit major programs be required, the additional fees would be \$3,000 per major additional federal program required to be tested.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our standard progress billing method is as follows: 30% of fee after completion of audit planning and interim fieldwork, additional 50% of fee after completion of final fieldwork, and final 20% of fee after issuance of our audit report. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us through the most recent audit phase completed and any additional time incurred on a phase in progress.

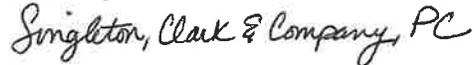
**Reporting**

We will issue written reports upon completion of our Single Audit when a Single Audit is applicable. Our reports will be addressed to the Mayor and City Council of the City of Lampasas, Texas. Circumstances may arise in which our report may differ from its expected form and content based on results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Lampasas, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return the letter to us after making a copy for your records.

Sincerely,



Singleton, Clark & Company, PC

**RESPONSE:**

This letter correctly sets forth the understanding of the City of Lampasas, Texas.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



# BUMGARDNER MORRISON

CPAs • Tax • Audit & Accounting

*Empowering Peace of Mind*

## Report on the Firm's System of Quality Control

To the Owners of Singleton, Clark & Company, P.C.  
And the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Singleton, Clark & Company, P.C. (the firm) in effect for the year ended December 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Singleton, Clark & Company, P.C. in effect for the year ended December 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Singleton, Clark & Company, P.C. has received a peer review rating of *pass*.

*Bumgardner, Morrison & Company, LLP*

BUMGARDNER, MORRISON & COMPANY, LLP

June 27, 2023

Bumgardner, Morrison & Company, LLP  
Certified Public Accountants

Members: American Institute of Certified Public Accountants  
Texas Society of Certified Public Accountants  
AICPA Private Companies Practice Section  
AICPA Employee Benefit Plan Audit Quality Center  
AICPA Government Audit Quality Center

1501 E Mockingbird Lane, Suite 300  
PO Box 3750  
Victoria, Texas 77903-3750  
Phone: 361.575.0271  
Fax: 361.578.0880  
Website: BMCcpa.com

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City ManagerITEM NO. 7.4

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

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**Subject:**

Discussion and possible action regarding approval of mural at the Chamber of Commerce and Visitor Center by Vision Lampasas.

**Requested By:** Libby Bluntzer, Vision Lampasas

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

**Date Submitted:** September 18, 2024

**For the Agenda of:** September 23, 2024

**Procurement and Funding Statement:**

N/A

**Attachments:**

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**Summary Statement:**

The City of Lampasas Sign Ordinance states that while no permit is required, Murals “Wall Art” require City Council approval. A mural is defined as a work of art applied directly to a building's wall surface where forms and/or figures and/or land or cityscapes are the dominant elements. Murals are intended for viewing and enjoyment by the public, and shall not be intended for commercial (i.e. “for profit”) purpose, or advertising, unless such intent is specifically approved by City Council. The city supports and appreciates the talent of Vision Lampasas and the work that is put into creating such beautiful, creative murals. Vision Lampasas has worked with the Chamber of Commerce regarding placement and design and are in agreement with the proposed mural.

**Recommendation:**

To consider a motion to approve the mural at the Chamber of Commerce and Visitor Center by Vision Lampasas.

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City ManagerITEM NO. 7.5

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

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**Subject:**

Discussion and possible action regarding modification of the composition of the Golf Board Advisory Board.

Requested By: Kris Morin, Golf Course Manager

Submitted By: Kris Morin, Golf Course Manager

Date Submitted: September 20, 2024

For the Agenda of: September 23, 2024

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the agenda for Council consideration in modifying the following language in the board composition:

- *Remove member of Ladies Golf Association; since the association has dissolved*
- *Modify two members of Council to one member of Council.*

The board shall consist of five members to be appointed by the city council, ~~one~~ **three** members to be nominated by the Lampasas Golf Association ~~and one member to be nominated by the Lampasas Ladies Golf Association~~, both nominees **who** must be members of the Hancock Park Golf Course. ~~Two~~ **One** position shall be ~~comprised of~~ **a** member of city council and one member shall be an at-large member. Members shall serve without compensation. The golf course manager, or their designated representative, shall serve as an ex-officio member of the board.

**Recommendation:**

To consider a motion to approve the first reading of an Ordinance modifying the composition of the Golf Course Advisory Board as presented.

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City Manager

ITEM NO. 7.6

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

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**Subject:**

Discussion and possible action to reappoint Kristin Gerety to the Library Advisory Board.

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

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

**Date Submitted:** September 18, 2024

**For the Agenda of:** September 23, 2024

**Procurement and Funding Statement:**

**Attachments:** application

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**Summary Statement:**

This item has been placed on the agenda to reappoint Kristin Gerety to the Library Advisory Board who has graciously agreed to serve another term.

**Recommendation:**

To consider a motion to reappoint Kristin Gerety to the Library Advisory Board.

Library

Becky Sims

**From:** noreply@civicplus.com  
**Sent:** Monday, September 9, 2024 9:46 PM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

### Application for Appointment to a City Board or Commission

Date	9/9/2024
<b>Personal Information</b>	
First Name	Monica Kristin
Last Name	Gerety
Address1	[REDACTED]
City	Lampasas
State	TX
Zip	76550
Home Phone Number	[REDACTED]
Mobile Phone Number	[REDACTED]
Email Address	m.kristin.gerety@gmail.com
Business Address	[REDACTED]
Business Phone Number	[REDACTED]
Occupation	Lawyer
Please indicate board/commission/committe preference(s):	Library Advisory Board
<b>Residency Information</b>	

Length of residency in City of Lampasas	4 years
Length of residency of Lampasas County	4 years
Are you a registered voter?	Yes
Voter Registration Number	<i>Field not completed.</i>
Did you vote in the last City Election?	Yes

**Organization Membership Information**

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, please list current service, including dates.	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	Yes
If yes, please list past service, including dates.	Library Board - February 2022 to present
Please state why you wish to serve.	<i>Field not completed.</i>
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	<i>Field not completed.</i>
Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	<i>Field not completed.</i>
Please attach resume or additional experience to application	<i>Field not completed.</i>

**Signature of Applicant**

Do you agree?	Agree
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**City Manager****ITEM NO. 7.7**

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

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**Subject:**

Discussion and possible action regarding the reappointment of Zachary Taylor and the appointment of John David Rott and Janet Logan to the Planning Commission to fill vacancies.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 18, 2024

For the Agenda of: September 23, 2024

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This item has been placed on the agenda to reappoint Zachary Taylor and appoint two new applicants to the Planning Commission to fill vacancies left by Jim Skinner and Danielle Shepard.

**Recommendation:**

To consider a motion to approve the reappointment of Zachary Taylor and the appointment of John David Rott and Janet Logan to the Planning Commission to fill vacancies.

**Becky Sims**

**From:** noreply@civicplus.com  
**Sent:** Tuesday, September 17, 2024 9:45 AM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

Application for Appointment to a City Board or Commission

Date 9/17/2024

Personal Information

First Name zachary

Last Name taylor

Address1 [REDACTED]

City lampasas

State Texas

Zip 76550

Home Phone Number [REDACTED]

Mobile Phone Number [REDACTED]

Email Address Zachary.taylor@ajinomotofoods.com

Business Address 601 E 3rd

Business Phone Number 5125287549

Occupation Operations Mgr.

Please indicate board/commission/committe preference(s): Golf Course Advisory Board, Planning and Zoning Commission

Residency Information

Length of residency in City of Lampasas	lampasas
Length of residency of Lampasas County	tx
Are you a registered voter?	Yes
Voter Registration Number	<i>Field not completed.</i>
Did you vote in the last City Election?	Yes

**Organization Membership Information**

Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, please list current service, including dates.	P&Z
Have you served on a Board, Commission, or Committee before?	Yes
If yes, please list past service, including dates.	P&Z
Please state why you wish to serve.	<i>Field not completed.</i>
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	<i>Field not completed.</i>
Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	<i>Field not completed.</i>
Please attach resume or additional experience to application	<i>Field not completed.</i>

Signature of Applicant

Do you agree?	Agree
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**Kayleigh Stanley**

**From:** Becky Sims  
**Sent:** Wednesday, August 21, 2024 2:43 PM  
**To:** Kayleigh Stanley  
**Subject:** FW: Online Form Submittal: Application for Appointment to a City Board or Commission

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Wednesday, August 21, 2024 2:30 PM  
**To:** Becky Sims <bsims@cityoflampasas.com>; Finley deGraffenried <finley@cityoflampasas.com>  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

**Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.**

Application for Appointment to a City Board or Commission

Date 8/21/2024

Personal Information

First Name Janet

Last Name Logan

Address1 [REDACTED]

City Lampasas

State Texas

Zip 76550

Home Phone Number [REDACTED]

Mobile Phone Number [REDACTED]

Email Address [jmlogan17@gmail.com](mailto:jmlogan17@gmail.com)

Business Address [REDACTED]

Business Phone Number [REDACTED]

Occupation	Budget Analyst
Please indicate board/commission/committee preference(s):	Economic Development Corporation Board, Parks and Recreation Advisory Board, Planning and Zoning Commission
Residency Information	
Length of residency in City of Lampasas	2 years 6 months
Length of residency of Lampasas County	Texas
Are you a registered voter?	Yes
Voter Registration Number	1184342612
Did you vote in the last City Election?	Yes
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, please list current service, including dates.	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, please list past service, including dates.	<i>Field not completed.</i>
Please state why you wish to serve.	I wish to assist board members in the development and implementation of strategies to attract and retain businesses that align with the city's long-term vision and sustainability goals.
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	Foster Sustainable Economic Growth; Enhance Local Business Support; Promote Economic Inclusivity.
Please list any special knowledge or experience applicable to City Board, Commission, or Committee	I have led various projects from conception to completion, managing budgets, timelines, and stakeholder communications effectively. My experience includes working

with that you are applying for.

with environmental regulations and sustainable development practices, ensuring that planning and zoning decisions comply with environmental standards.

Please attach resume or additional experience to application

[Director.Resume.pdf](#)

Signature of Applicant

Do you agree?

Agree

Email not displaying correctly? [View it in your browser.](#)

CONFIDENTIALITY NOTICE: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. This information is intended only for the use of the individual to whom this e-mail is addressed. If you are not the intended recipient, or the employee or agent responsible to the intended recipient, you should return this e-mail to the sender immediately and delete this message from your computer. You are hereby notified, if you are not the intended recipient, any disclosure, copying, distribution, or taking of action based on the contents of this message is prohibited.

# Janet Logan

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jmlogan17@gmail.com

## Summary

Experienced director with a proven track record of driving strategic financial initiatives and maximizing profitability. Skilled in financial planning, budgeting, forecasting, and risk management, with a keen eye for identifying cost-saving opportunities and optimizing operational efficiencies. Demonstrated ability to lead cross-functional teams, streamline processes, and implement financial best practices to achieve organizational objectives. Adept at leveraging financial analysis to inform decision-making and drive sustainable growth. Strong communicator with a focus on building collaborative relationships and fostering a culture of transparency and accountability.

## Director Experience

### **MARRIOTT/JAMAICA GRANDE HOTEL, JAMAICA**

#### **Director, Environmental Health & Safety**

##### **Ocho Rios, Jamaica, W.I.**

- Led operational, strategic, and financial analyses to drive informed decision-making at the directorial level.
- Directed the collection, analysis, and evaluation of financial data to assess current performance and forecast future financial needs.
- Oversaw the examination of proposed budgets and financing requests, conducting comprehensive cost-benefit analyses to ensure fiscal viability.
- Ensured compliance with local, national, and international environmental health and safety regulations set by Tourism Product Development Company (TPDCO) and Ministry of Health, safeguarding the hotel's brand integrity, and minimizing regulatory risks.
- Directed budgeting, accounting, payroll, and inventory management processes to optimize financial resources and support efficient operations, ensuring accurate financial reporting and adherence to financial controls.
- Implemented strategic initiatives to enhance employee health and well-being, leveraging financial resources to deliver health services and improve access to healthcare information, ultimately contributing to employee productivity and reducing healthcare costs.
- Directed health-related projects and programs, including the supervision of medical teams and the coordination of healthcare services, resulting in significant cost savings and revenue generation opportunities for the hotel, while maintaining comprehensive documentation for financial tracking and reporting purposes.
- Monitored compliance with HACCP Food Safety standards for the food and beverage department, ensuring adherence to regulatory requirements and minimizing financial risks associated with food safety incidents.
- Collaborated with internal and external stakeholders to align financial decisions with the hotel's brand directives and regulatory requirements, demonstrating the ability to make informed judgments independently and prioritize financial considerations in decision-making processes.

## State Experience

### **Texas Education Agency** **ESSER Budget Analyst V**

**September 2022 – Present**

Responsible for ESSER budget: reviewing grant processes and procedures, and approving spending through evidence-based analyses of merit and authenticity.

- Conduct comprehensive operational, strategic, and financial analyses to drive informed decision-making and optimize budgetary efficiency.
- Gather, assess, and interpret data with precision to inform financial forecasts and strategic planning initiatives.
- Anticipate future financial needs through meticulous calculation and analysis of current and historical data trends.
- Scrutinize proposed budgets and financing requests to ensure alignment with organizational objectives and regulatory requirements.
- Guarantee compliance with Legislative Appropriation Requests, State Operating Budgets, and Federal State Plans to uphold fiscal responsibility and transparency.
- Execute thorough cost-benefit analyses and other relevant assessments to maximize return on investment and resource utilization.
- Software applications: TCAPPS, CAPPS, ABEST, USAS, POWERPOINT, EXCEL, WORD

## Additional Experience

### **AUSTIN INDEPENDENT SCHOOL DISTRICT (AISD)**

**August 2017 – August 2022**

#### **Budget Analyst - State, Federal & Private Accountability Grants Department**

- Provide expert guidance in grant development, including defining objectives, structuring programs, and refining budgetary and evaluative aspects.
- Serve as the primary liaison between departmental staff, granting agencies, and the executive team in grant proposal development and reporting.
- Ensure meticulous oversight of post-award grant administration to maintain compliance with regulatory standards and optimize resource allocation.
- Approve critical documents for accuracy and compliance, including purchase requisitions and consultant agreements, in alignment with organizational policies.
- Foster cross-departmental collaboration to integrate grant initiatives seamlessly into the organization's overarching strategic vision.
- Deliver comprehensive status reports on grant applications and implementation progress to executive leadership and relevant stakeholders.
- Stay abreast of evolving state and federal grant funding policies, regulations, and procedures to inform strategic decision-making.
- Evaluate budget proposals and funding requests, collaborating closely with department heads to develop robust and achievable financial plans.

### **PEDDLE, LLC, AUSTIN, TX**

**June 2015 – August 2017**

#### **Loyalty Agent**

- Assisted and handled customer inquiries and sometimes complicated complaints by providing service solutions related to the sale of vehicles.

### **CVS PHARMACY, DALLAS, TX & AUSTIN, TX**

**April 2014 - June 2015**

#### **Assistant Store Manager**

- Executed administrative duties to include budget, accounting, payroll, efficient management of inventory and effective presentation of merchandise, ordering products and store supplies, and analyzing sales numbers.
- Managed staff including interviewing potential associates, training new hires, creating employee schedules, monitoring team performance, and coaching team members.

### **DOLLAR GENERAL, LOUISA, VA & DALLAS, TX**

**June 2010 – April 2014**

#### **Store Manager, Assistant Night Manager**

- Executed administrative duties to include budget, accounting, payroll, efficient management of inventory and effective presentation of merchandise, ordering products and store supplies, and analyzing sales numbers.
- Employed efficient inventory management and effective presentation of merchandise resulting in a 50% customer average basket size increase, and raised customer connect scores from "needs improvement" to "meets expectations".

- Ensured a safe working environment and provided the protection of company assets by employing excellent investigative skills, hiring, supervising, training, developing a new sales team, and maintaining 100% computer-based learning compliance, which resulted in a shrink reduction of 100%, and near model status.

**LOUISA COUNTY PUBLIC SCHOOLS, LOUISA, VA**

**December 2004 – February 2012**

**Substitute Teacher**

- Assisted teachers by providing educational activities for students K-12.
- Supported the implementation of lesson plans and instructional learning strategies.

**WORTH YOUR WAIT, RUCKERSVILLE, VA**

**July 2008 – July 2011**

**Health Educator**

- Provided sex education with an abstinence premise to over 5000 middle school and high school students which resulted in 65% of the student population taking oaths to abstain from sex until marriage.
- Assisted with the development of age-appropriate curriculum on HIV/AIDS/STI for students and created lesson plans.

**FAMILY DOLLAR, LOUISA, VA**

**May 2009 – June 2010**

**Assistant Night Manager**

- Executed administrative duties to include budget, accounting, payroll, efficient management of inventory and effective presentation of merchandise, ordering products and store supplies, and analyzing sales numbers.
- Ensure a safe working environment while providing the protection of company assets.
- Supervise, hire, train sales team.

**WAL-MART, GORDONSVILLE, VA**

**April 2003 – May 2007**

**Personnel Reports Clerk – Distribution Center**

- Assisted with payroll and benefits operations, plus conducted recruiting, staffing, and training.
- Collaborated with HR Generalist to provide employee management, performance, and evaluation.

**MCDONALDS, LOUISA, VA**

**November 2001 – April 2003**

**Assistant Manager**

- Responsible for budget, accounting, payroll, efficient management of inventory and effective presentation of merchandise.
- Initiated employee recognition program.

## Volunteer Experience

**NORTH TEXAS FOOD BANK (AMERICORPS VISTA), DALLAS, TX**

**March 2012 – July 2012**

**Nutrition Education Assistant/Master Gardener**

- Provided training and nutrition education to underserved communities.
- Recruited, educated, and managed over 100 community garden volunteers.
- Implemented and managed volunteer database.
- Ensured healthy foods to underserved communities were provided.
- Taught individuals and families how to shop and cook healthy.
- Created and managed various projects within the scope of nutrition and education.
- Maintained reporting for program/project records/statistical information.

**HANOVER COUNTY ALTERNATIVE EDUCATION, HANOVER COUNTY, VA**

**2005-2008**

**Administrative Assistant & Troubled Youth Resource Counselor**

- Assisted with providing resources for pregnant teens, tutoring, transport and resourcing necessary items such as clothing, food, etc.

## Education

**AAS Culinary Arts/F&B Management** Johnson & Wales University, Norfolk, VA, **Cum Laude** graduate, "Young Culinarian", Curriculum Development Committee Member; Silver Key Honor Society

## Additional Skills

- **Leadership and Team Management:** Successfully led cross-functional teams to achieve strategic objectives, fostering collaboration and a positive work environment.
- **Strategic Planning and Decision Making:** Developed and implemented long-term strategic plans, driving business growth, and maximizing ROI.
- **Communication and Interpersonal Skills:** Strong communicator with the ability to convey complex ideas, negotiate effectively, and build relationships with stakeholders.
- **Financial Acumen:** Proficient in budgeting, forecasting, and financial analysis, ensuring efficient resource allocation and financial sustainability.
- **Change Management and Adaptability:** Experienced in leading organizational change initiatives, driving innovation, and guiding teams through transitions with minimal disruption.
- Excellent oral and written communication skills
- Excellent customer service skills

## Certifications, Awards & Honorable Mentions

- Foster Parent, 2010- 2012
- Hillshire Farm "Go Meat Mama" Recipe Contest, Grand Prize Winner, 2009
- Pillsbury "Make America Sweeter" finalist, 2009
- Environmental Ambassador, Jamaica Hotel Tourist Association, 2001

Becky Sims

P+Z

**From:** noreply@civicplus.com  
**Sent:** Tuesday, August 13, 2024 10:01 AM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

### Application for Appointment to a City Board or Commission

Date 8/13/2024

#### Personal Information

First Name John-David

Last Name Rott

Address1 [REDACTED]

City Lampasas

State TX

Zip 76550-1518

Home Phone Number [REDACTED]

Mobile Phone Number [REDACTED]

Email Address johndavidrott@gmail.com

Business Address [REDACTED]

Business Phone Number [REDACTED]

Occupation IT Consultant

Please indicate board/commission/committe preference(s): Planning and Zoning Commission, Zoning Board of Adjustments

#### Residency Information

Length of residency in City of Lampasas 5 years 9 months

Length of residency of Lampasas County 5 years 9 months

Are you a registered voter? Yes

Voter Registration Number 2154037969

Did you vote in the last City Election? Yes

### Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, please list current service, including dates. *Field not completed.*

Have you served on a Board, Commission, or Committee before? No

If yes, please list past service, including dates. *Field not completed.*

Please state why you wish to serve. *Field not completed.*

What are your top three goals and objectives for the City Board, Commission or Committee you are applying for? *Field not completed.*

Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for. *Field not completed.*

Please attach resume or additional experience to application [Rott Resume.pdf](#)

Signature of Applicant

Do you agree? Agree

## **John-David F. Rott**

### **Contact Information**

- Phone: [REDACTED]
- Email: johndavidrott@gmail.com

### **Summary**

Highly motivated and community-oriented individual with a strong work ethic and 30+ years of experience in problem-solving and technical expertise. Passionate about serving the community and bringing a fresh perspective to local government. Currently unemployed and actively seeking opportunities to contribute my skills and experience.

### **Community Involvement**

- **Open Gate Cowboy Church, Lampasas** (2020-Present) – Volunteer, serving in the media team with weekly video production.

### **Skills**

- **Problem-Solving:** Extensive experience diagnosing and resolving complex technical issues.
- **Communication:** Ability to clearly explain technical concepts to a non-technical audience.
- **Community Engagement:** Actively involved in local church activities and initiatives.
- **Teamwork:** (If applicable) Experience working collaboratively with others to achieve common goals.

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City Manager

ITEM NO. 7.8

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

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**Subject:**

Discussion and possible action regarding the reappointment of board members to the Airport Advisory Board.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 18, 2024

For the Agenda of: September 23, 2024

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the agenda to reappoint Kevin Smith, John Fingerhut, Robert Lansford, and Mike Watson whom have graciously agreed to serve another term.

**Recommendation:**

To consider a motion to reappoint Kevin Smith, John Fingerhut, Robert Lansford, and Mike Watson to the Airport Advisory Board.

Airport



City Secretary's Office  
312 East Third Street  
Lampasas, Texas 76550  
(512) 556-6831  
Fax# (512) 556-8083  
Email: [Becky@cityoflampasas.com](mailto:Becky@cityoflampasas.com)  
[Christina@cityoflampasas.com](mailto:Christina@cityoflampasas.com)

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Joint Airport Board of Adjustment
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment

Name(print): Thomas M. 'Mike' Watson III Email: tmwatson@ptd.net

Home Address: ~~2091 CR 139 Lampasas 76550~~ Home Phone: ~~512-786-9192~~

Business Address: PO Box 1866 Lampasas 76550 Business Phone: \_\_\_\_\_

Resident of City of Lampasas n/a Years/Months  
Resident of Lampasas County 7 years Years/Months

Voter Registration Number: 2140098200

Occupation: Management Consultant, Land Steward

Education: BS & MS Electrical Engineering, MBA Registered TX Professional Engineer

**Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:**

Private Pilot, Instrument Rated, Single Engine Land, Tailwheel and Complex endorsements, 960 total hours  
AOPA member 04538087, EAA member 778011, Lampasas Pilot's Association member  
General Aviation representative to Portland (ME) Jetport Planning Advisory Committee (KPWM). See 1 below.  
AOPA representative to Maine Aeronautical Advisory Board 2013-2016. See 2 below.

**Other Information (Civic Activities, etc)**  
Native Texan, grew up in Dallas. Family from Dallas, Austin, Georgetown. Moved to Maine from Austin in 2010, returned to Lampasas 09/2017.  
Married, 3 grown children. 30 year career in high tech with Fortune 500 companies. Lived and worked in US, India, Spain, Germany.  
Member Lampasas St. Mary's Episcopal church vestry (lay leadership) and chair of finance committee.  
Member Lampasas Kiwanis. Functional in Spanish, some ability with German.

**Please attach resume or additional experience to application**

I have attended one or more meetings of the board/commission/committee for which I have applied: yes no

Signature:  Date: 09/03/2024

**PLEASE RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE AT CITY HALL**

1. [http://thejetport.airportstudy.com/files/2012/12/21\\_PWM-App-L-Public-Involvement-new.pdf](http://thejetport.airportstudy.com/files/2012/12/21_PWM-App-L-Public-Involvement-new.pdf)
2. <https://www1.maine.gov/mdot/aviation/maab/>

Airport



City Secretary's Office  
312 East Third Street  
Lampasas, Texas 76550  
(512) 556-6831  
Fax# (512) 556-8083  
Email: [bsims@cityoflampasas.com](mailto:bsims@cityoflampasas.com)

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment
- Airport Zoning Board of Adjustment

Name(print): ROBERT LANSFORD Email: LANSFORDCOMPANY@GMAIL

Home Address: [REDACTED] Home Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: 254 258 1563

Resident of City of Lampasas \_\_\_\_\_ Years/Months  
Resident of Lampasas County 63 Years/Months

Voter Registration Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: B.S. CONSTRUCTION SCIENCE

Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:

40 YR OWNER OF CONSTRUCTION CO.  
30 YR PILOT AND OWNER OF AIRCRAFT.  
Other Information (Civic Activities, etc)

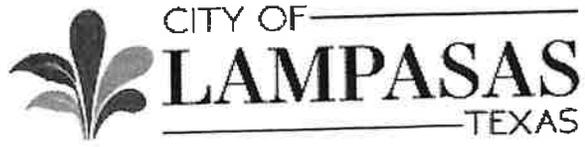
*Please attach resume or additional experience to application*

I have attended one or more meetings of the board/commission/committee for which I have applied:  yes  
 no

Signature: [Signature] Date: AUG. 29-2004

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City Secretary's Office  
312 East Third Street  
Lampasas, Texas 76550  
(512) 556-6831  
Fax# (512) 556-8083  
Email: [bsims@cityoflampasas.com](mailto:bsims@cityoflampasas.com)

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment
- Airport Zoning Board of Adjustment

Name(print): JOHN FINGERHUT Email: jfingers1976@gmail.com  
 Home Address: [REDACTED] Home Phone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Resident of City of Lampasas \_\_\_\_\_ Years/Months  
 Resident of Lampasas County 31 Years/~~Months~~

Voter Registration Number: \_\_\_\_\_

Occupation: RANCHER

Education: BS Degree

Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:  
PRIVATE PILOT, AIRPORT ZONING BOARD OF ADJUSTMENT

Other Information (Civic Activities, etc)

*Please attach resume or additional experience to application*

I have attended one or more meetings of the board/commission/committee for which I have applied:  yes  
 no

Signature: J Fingerhut Date: 9 Aug 2024

**PLEASE RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE AT CITY HALL**

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City Manager

ITEM NO. 7.9

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

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**Subject:**

Discussion and possible action regarding the re-appointment of board members to the Airport Zoning Board of Adjustment.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 18, 2024

For the Agenda of: September 23, 2024

**Procurement and Funding Statement:**

Attachments:

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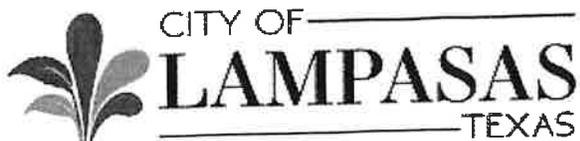
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**Summary Statement:**

This item has been placed on the agenda to reappoint John Fingerhut and Steven Cohen whom have agreed to serve another term.

**Recommendation:**

To consider a motion to reappoint John Fingerhut and Steven Cohen to the Airport Zoning Board of Adjustment.



City Secretary's Office  
312 East Third Street  
Lampasas, Texas 76550  
(512) 556-6831  
Fax# (512) 556-8083

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

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment
- Airport Zoning Board of Adjustment

Name(print): STEVEN COHEN

Email: BUSINESSWESTERUS3@gmail.com

Home Address: [REDACTED]

Home Phone: [REDACTED]

Business Address: \_\_\_\_\_

<sup>Cell</sup> Business Phone: 860-334-8697

Resident of City of Lampasas \_\_\_\_\_ Years/Months

Resident of Lampasas County 18+ Years/Months

Voter Registration Number: \_\_\_\_\_

Occupation: Retired

Education: Wentworth Institute of Tech. Boston MA

Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:

Other Information (Civic Activities, etc)

**Please attach resume or additional experience to application**

I have attended one or more meetings of the board/commission/committee for which I have applied:  Yes  
 No

Signature: Steve Cohen

Date: Aug 9 2024

**PLEASE RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE AT CITY HALL**



Secretary's Office

City

312 East Third Street  
Lampasas, Texas 76550  
(512) 556-6831  
Fax# (512) 556-8083  
Email:  
Becky@cityoflampasas.com

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment

Airport Zoning Board of Adjustment

Name(print): JOHN FINGERHUT Email:  
jfinger1976@gmail.com

Home Address: [REDACTED] LAMPASAS TX Home  
Phone: [REDACTED]

Business Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_

Resident of City of Lampasas 31 yrs Years/Months  
Resident of Lampasas County \_\_\_\_\_ Years/Months

Voter Registration Number: \_\_\_\_\_  
Occupation: RANCHER

Education: BS DEGREE

Special Knowledge or Experience Applicable to City

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City ManagerITEM NO. 7.10

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

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**Subject:**

Discussion and possible action regarding the reappointment of board members to the Zoning Board of Adjustment.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 18, 2024

For the Agenda of: September 23, 2024

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item has been placed on the agenda to reappoint Jack Harrell who has graciously agreed to serve another term.

**Recommendation:**

To consider a motion to reappoint Jack Harrell to the Zoning Board of Adjustment.

41214

**Becky Sims**

**From:** noreply@civicplus.com  
**Sent:** Monday, September 16, 2024 5:03 PM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

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Application for Appointment to a City Board or Commission

Date 9/16/2024

Personal Information

First Name Jack

Last Name Harrell

Address1 [REDACTED]

City LAMPASAS

State TX

Zip 76550

Home Phone Number [REDACTED]

Mobile Phone Number [REDACTED]

Email Address jack.harrell@sbcglobal.net

Business Address 1002 E 4th Street

Business Phone Number 5127342036

Occupation Real Estate Broker

Please indicate board/commission/committe preference(s): Zoning Board of Adjustments

Residency Information

Length of residency in City of Lampasas	8yrs
Length of residency of Lampasas County	28yrs
Are you a registered voter?	Yes
Voter Registration Number	<i>Field not completed.</i>
Did you vote in the last City Election?	Yes

**Organization Membership Information**

Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, please list current service, including dates.	ZBA
Have you served on a Board, Commission, or Committee before?	Yes
If yes, please list past service, including dates.	ZBA
Please state why you wish to serve.	Fulfilling need for board members
What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	<i>Field not completed.</i>

Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.	Local business, contractor, and previous experience
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Please attach resume or additional experience to application	<i>Field not completed.</i>
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Signature of Applicant

Do you agree?	Agree
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City ManagerITEM NO. 7.11

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

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**Subject:**

Discussion and possible action regarding the reappointment of Misti Talbert, TJ Monroe and Fin Erwin to the Lampasas Economic Development Board.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: September 18, 2024

For the Agenda of: September 23, 2024

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This item has been placed on the agenda to consider the reappointment of Misti Talbert, TJ Monroe and Fin Erwin to the Lampasas Economic Development Board who have graciously agreed to serve another term as recommended by the board at the September 18, 2024 meeting. Additional interested applicants have been included for Council review and consideration.

**Recommendation:**

To consider a motion to approve the reappointment of Misti Talbert, TJ Monroe and Fin Erwin to the Lampasas Economic Development Board.



City Secretary's Office  
312 East Third Street  
Lampasas, Texas 76550  
(512) 556-6831  
Fax# (512) 556-8083  
Email: [Becky@cityoflampasas.com](mailto:Becky@cityoflampasas.com)

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment
- Airport Zoning Board of Adjustment

Name(print): Misti Talbert Email: mistitalbert@yahoo.com

Home Address: [REDACTED] Home Phone: [REDACTED]

Business Address: same Business Phone: same

Resident of City of Lampasas 25 years 2 months Years/Months  
Resident of Lampasas County 25 years 2 months Years/Months

Voter Registration Number: 1013531750

Occupation: self employed

Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:  
10 year LEDC Board member, current president

Other Information (Civic Activities, etc)  
Previous 2 term Mayor, Certified Municipal Official, 7 years on Lampasas City Council, Previous: Parks & Rec Board Member, School Health Advisory Council, CPS Board member, LYBA Coach & Member, Golf Course Advisory Board Member, President 2021 Project Grad, founding board member Christmas on the Creek,

*Please attach resume or additional experience to application – on file -*

I have attended one or more meetings of the board/commission/committee for which I have applied: X-yes  
no

Signature:  Date: 8/5/24

**PLEASE RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE AT CITY HALL**

**Becky Sims**

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, September 11, 2024 12:01 PM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

**Application for Appointment to a City Board or Commission**

**Date** 9/11/2024

**Personal Information**

**First Name** Fin

**Last Name** Erwin

**Address1** [REDACTED]

**City** Lampasas

**State** TX

**Zip** 76550

**Home Phone Number** [REDACTED]

**Mobile Phone Number** [REDACTED]

**Email Address** fin.erwin@gmail.com

**Business Address** [REDACTED]

**Business Phone Number** [REDACTED]

**Occupation** Real Estate Broker

**Please indicate board/commission/committee preference(s):** Economic Development Corporation Board

**Residency Information**

Length of residency in City of Lampasas 7

Length of residency of Lampasas County 7

Are you a registered voter? No

Voter Registration Number *Field not completed.*

Did you vote in the last City Election? No

**Organization Membership Information**

Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, please list current service, including dates. EDC - current

Have you served on a Board, Commission, or Committee before? Yes

If yes, please list past service, including dates. EDC - current

Please state why you wish to serve. Continue implementing the vision of the EDC to attract, retain, and expand local economic growth

What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?  
 1. Continue to implement the vision of the EDC Board  
 2. Help create new economic drivers and job opportunities for the Business Park  
 3. Attract, retain and expand employment and growth opportunities for local businesses

Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.  
 Currently serve on EDC  
 Active real estate broker for 15 years  
 Licensed attorney in state of Texas

Please attach resume or additional experience to application *Field not completed.*

**Signature of Applicant**

Do you agree? Agree

**Kayleigh Stanley**

---

**From:** Becky Sims  
**Sent:** Wednesday, August 21, 2024 2:36 PM  
**To:** Kayleigh Stanley  
**Subject:** FW: Online Form Submittal: Application for Appointment to a City Board or Commission

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Wednesday, August 21, 2024 1:44 PM  
**To:** Becky Sims <bsims@cityoflampasas.com>; Finley deGraffenried <finley@cityoflampasas.com>  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

Application for Appointment to a City Board or Commission

Date 8/21/2024

Personal Information

First Name TJ

Last Name Monroe

Address1 [REDACTED]

City Kempner

State Texas

Zip 76539

Home Phone Number [REDACTED]

Mobile Phone Number [REDACTED]

Email Address [tjmonroe2002@yahoo.com](mailto:tjmonroe2002@yahoo.com)

Business Address [REDACTED]

Business Phone Number [REDACTED]

**Occupation** retired

**Please indicate board/commission/committee preference(s):** Economic Development Corporation Board

**Residency Information**

**Length of residency in City of Lampasas** 22 yrs

**Length of residency of Lampasas County** 23 yrs

**Are you a registered voter?** Yes

**Voter Registration Number** 1014870286

**Did you vote in the last City Election?** Yes

**Organization Membership Information**

**Are you currently serving on other Boards, Commissions, or Committees?** Yes

**If yes, please list current service, including dates.** Airport Planning Committee

**Have you served on a Board, Commission, or Committee before?** Yes

**If yes, please list past service, including dates.** LEDC from 2012 to present

**Please state why you wish to serve.** I would like to ensure that the Business Park continues to move toward it's original goal.

**What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?** entice businesses with proper fit for community, retain and grow current businesses, retain small town charm that our community offers.

**Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.** existing council and LEDC experience

Please attach resume or additional experience to application

*Field not completed.*

Signature of Applicant

Do you agree?

Agree

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**Becky Sims**

---

**From:** noreply@civicplus.com  
**Sent:** Friday, August 30, 2024 5:15 PM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

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### Application for Appointment to a City Board or Commission

Date 8/30/2024

**Personal Information**

First Name Michael

Last Name Gill

Address1 [REDACTED]

City Lampasas

State TX

Zip 76550

Home Phone Number [REDACTED]

Mobile Phone Number [REDACTED]

Email Address gillmm@yahoo.com

Business Address 407th AFSBn-Cavazos, Bldg 3850, Fort Cavazos, Texas  
76544

Business Phone Number [REDACTED]

Occupation Department of Defense

Please indicate board/commission/committe preference(s): Economic Development Corporation Board

### Residency Information

Length of residency in City of Lampasas	0/0
Length of residency of Lampasas County	13/1
Are you a registered voter?	Yes
Voter Registration Number	1188688978
Did you vote in the last City Election?	No

### Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
--	----

If yes, please list current service, including dates.	<i>Field not completed.</i>
---	-----------------------------

Have you served on a Board, Commission, or Committee before?	No
--	----

If yes, please list past service, including dates.	<i>Field not completed.</i>
--	-----------------------------

Please state why you wish to serve.	I have a vested interest in the long term growth of the City of Lampasas. I would like to be part of the development of real long term strategic visions for strengthening the economic landscape or our community. As a Veteran of the US Army for 21 years, I feel that I bring a unique viewpoint to the board and I feel that the veteran community is underrepresented in many of the boards across the city. The LEDC bylaws allow for County Residents to sit on the board and does not require me to live within the city limits. I am limited in the number of the boards I am allowed to apply for and serve on based on my home of record, so I have focused on the LEDC.
-------------------------------------	--

What are your top three goals and objectives for the City Board, Commission or Committee you are applying for?	<ul style="list-style-type: none"><li>• Fair and Equitable Voice to all citizens; Long term strategic plan for harnessing the economic whirlwind that Texas and our area will be encountering over the next 20 years; Work hard by ensuring existing businesses are represented as we continue to grow.</li></ul>
--	---

Please list any special knowledge or experience	I have served in one way or the other my country for 29 years. I am able to navigate budgets, long term/strategic goal
---	--

applicable to City Board, Commission, or Committee with that you are applying for.

management/project management, and some knowledge of real estate. Again, from what I know to be true, this board is under represented by Veterans/Disabled Veterans and active duty military families and spouses. I bring a unique background and experience to this position that I believe will benefit the long term development of our community.

Please attach resume or additional experience to application

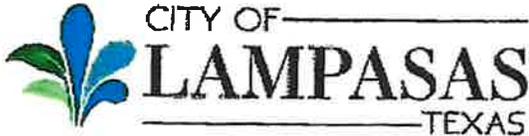
[Gill Resume AUG 2024.pdf](#)

Signature of Applicant

Do you agree?

Agree

Email not displaying correctly? [View it in your browser.](#)



City Secretary's Office  
312 East Third Street  
Lampasas, Texas 76550  
(512) 556-6831  
Fax# (512) 556-8083  
Email: [bsims@cityoflampasas.com](mailto:bsims@cityoflampasas.com)

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment
- Airport Zoning Board of Adjustment

Name(print): Mike Irvin Email: irvinsteelconstruction@gmail.com

Home Address: [Redacted] Home Phone: [Redacted]

Business Address: 1010 E. 4th Suite E Business Phone: \_\_\_\_\_

Resident of City of Lampasas  Years/Months \_\_\_\_\_  
Resident of Lampasas County  Years/Months \_\_\_\_\_

Voter Registration Number: \_\_\_\_\_

Occupation: Construction

Education: h HS Graduate

Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:

Other Information (Civic Activities, etc)

*Please attach resume or additional experience to application*

I have attended one or more meetings of the board/commission/committee for which I have applied:  yes  
 no

Signature: [Signature] Date: 8-30-24

**PLEASE RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE AT CITY HALL**

**Becky Sims**

---

**From:** noreply@civicplus.com  
**Sent:** Friday, August 30, 2024 3:43 PM  
**To:** Becky Sims; Finley deGraffenried  
**Subject:** Online Form Submittal: Application for Appointment to a City Board or Commission

Caution: This email originated from outside of the City's organization. Do not click links nor open attachments unless you recognize the sender and know the content is safe.

**Application for Appointment to a City Board or Commission**

Date 8/30/2024

**Personal Information**

First Name Alexis

Last Name Thompson

Address1 [REDACTED]

City Lampasas, TX

State TX

Zip 76550

Home Phone Number [REDACTED]

Mobile Phone Number [REDACTED]

Email Address athompson@bartrealtyllc.com

Business Address [REDACTED]

Business Phone Number [REDACTED]

Occupation Real Estate Broker

Please indicate board/commission/committee preference(s): Economic Development Corporation Board

**Residency Information**

Length of residency in City of Lampasas Lampasas, TX

Length of residency of Lampasas County TX

Are you a registered voter? Yes

Voter Registration Number 1213205977

Did you vote in the last City Election? Yes

#### Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, please list current service, including dates. Lampasas Lions Club & County of Lampasas Rodeo Association

Have you served on a Board, Commission, or Committee before? Yes

If yes, please list past service, including dates. Lampasas County Chamber of Commerce

Please state why you wish to serve. Serving on the Economic Development board aligns with my passion for fostering growth and prosperity within the community. As a real estate broker, I have a unique perspective on the local economy, understanding both the challenges and opportunities that businesses and residents face. My experience in real estate has equipped me with the knowledge to contribute meaningfully to discussions about land use, development, and strategic planning.

I am motivated by the desire to help create a thriving economic environment that benefits all stakeholders. By serving on the board, I can leverage my expertise to support initiatives that attract new businesses, retain existing ones, and promote sustainable development. Additionally, I believe that being part of this board will allow me to give back to the community, ensuring that our area continues to grow and provide opportunities for future generations.

What are your top three goals and objectives for the City Board, Commission or My top three goals and objectives for serving on the City Economic Development Board are:

Committee you are applying for?

1. Promote Economic Growth: Support initiatives that attract and retain businesses, focusing on sustainable development that benefits the community.

2. Improve Infrastructure and Development: Leverage my real estate expertise to enhance land use planning and ensure balanced development that aligns with the city's long-term vision.

3. Foster Community Engagement: Encourage active participation from residents and businesses in decision-making, and promote collaboration between public and private sectors to drive growth.

Please list any special knowledge or experience applicable to City Board, Commission, or Committee with that you are applying for.

I bring the following special knowledge and experience relevant to the Economic Development Board:

1. Real Estate Expertise: Over several years as a licensed real estate broker, I have developed a deep understanding of land use, property values, and market trends, which are crucial for informed economic development decisions.

2. Business Acumen: As the owner of Bar T Realty, LLC and Bar T Excavation, LLC, I have experience in managing a business, which includes financial planning, strategic growth, and navigating regulatory environments—skills that translate directly to supporting local economic initiatives.

3. Community Engagement: My work involves constant interaction with a diverse range of clients, giving me insight into the needs and priorities of residents and businesses alike. This experience equips me to represent and advocate for a broad spectrum of community interests.

Please attach resume or additional experience to application

[Alexis Thompson Resume.pdf](#)

Signature of Applicant

Do you agree?

Agree

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City Secretary's Office  
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(512) 556-6831  
Fax# (512) 556-8083

Email: [Becky@cityoflampasas.com](mailto:Becky@cityoflampasas.com)  
[Christina@cityoflampasas.com](mailto:Christina@cityoflampasas.com)

Please indicate board/commission/committee preference(s):

- Airport Advisory Board
- Capital Improvement Program Committee
- Golf Course Advisory Board
- Economic Development Corporation Board
- Construction Board of Adjustments and Appeals
- Joint Airport Board of Adjustment
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment

Name(print): Derrick Dewald Email: derrickdewald@gmail.com  
 Home Address: [REDACTED] Home Phone: [REDACTED]  
 Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Resident of City of Lampasas \_\_\_\_\_ Years/Months  
 Resident of Lampasas County 45 0 Years/Months

Voter Registration Number: 1001391877

Occupation: Property Management / Construction

Education: High School / Trade School

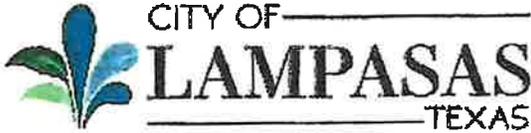
Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:  
Property Management, Residential, multi-family and Commercial development

Other Information (Civic Activities, etc)  
8 years Lampasas County Livestock Association Board - Coryell County Livestock Association Board  
City of Lampasas Economic Development Advisory Board for subdivision ordinance  
 Please attach resume or additional experience to application Lampasas Methodist Church Trustee Board

I have attended one or more meetings of the board/commission/committee for which I have applied:  yes  no

Signature: [Signature] Date: 9-9-2024

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- Construction Board of Adjustments and Appeals
- Library Advisory Board
- Parks & Recreation Advisory Board
- Planning and Zoning Commission
- Zoning Board of Adjustment
- Airport Zoning Board of Adjustment

Name(print): DORALD FINNEY Email: DLFINNEY@HOTMAIL.COM

Home Address: [REDACTED] Home Phone: \_\_\_\_\_

Business Address: Same Business Phone: [REDACTED]

Resident of City of Lampasas 6 Years/Months ETJ  
Resident of Lampasas County 50+ Years/Months

Voter Registration Number: 1001348552

Occupation: SELF-EMPLOYED

Education: BACHELOR'S DEGREE BA

Special Knowledge or Experience Applicable to City Board/Commission/Committee Function:  
BUSINESS OWNER - DEVELOPER - HOME BUILDER

Other Information (Civic Activities, etc)

**Please attach resume or additional experience to application**

I have attended one or more meetings of the board/commission/committee for which I have applied:  Yes  
 No

Signature: [Signature] Date: 8-30-24

**PLEASE RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE AT CITY HALL**



City Manager

ITEM NO. 7.12

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

**Subject:**

Discussion and possible action regarding street closure on Third Street from Pecan to Live Oak for the Love Thy Neighbor Festival on October 5, 2024 at the Historic Courtyard Square.

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

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

**Date Submitted:** September 18, 2024

**For the Agenda of:** September 23, 2024

**Procurement and Funding Statement:**

**Attachments:**

**Summary Statement:**

In recognition of the one-year anniversary and celebration of Love Thy Neighbor Day on October 5, 2024. Ashleigh Elizabeth (doLampasas) along with the Courtyard Square Association will host a Street Festival from 11:00 am–8:00 pm. With over 40 participants from local businesses, the event will include art, giveaways, shopping, food and live music. The live music will begin at 3:00 pm and end at 8:00 pm. We are asking that Third Street be closed for the safety of business owners, vendors and patrons.

**Recommendation:**

To consider a motion to approve closing Third Street from Pecan Street to Live Oak from 9:00 am – 9:00 pm for the Love Thy Neighbor Street Festival on October 5, 2024.

DOLAMPASAS & THE COURTYARD SQUARE ASSOCIATION PRESENT

# love thy neighbor FESTIVAL

## music lineup

at the Historic  
Courtyard Square

**3 PM**

Zach Huckabee

**4 PM**

Evan Lecker

**5 PM**

Zac & Marci Morris

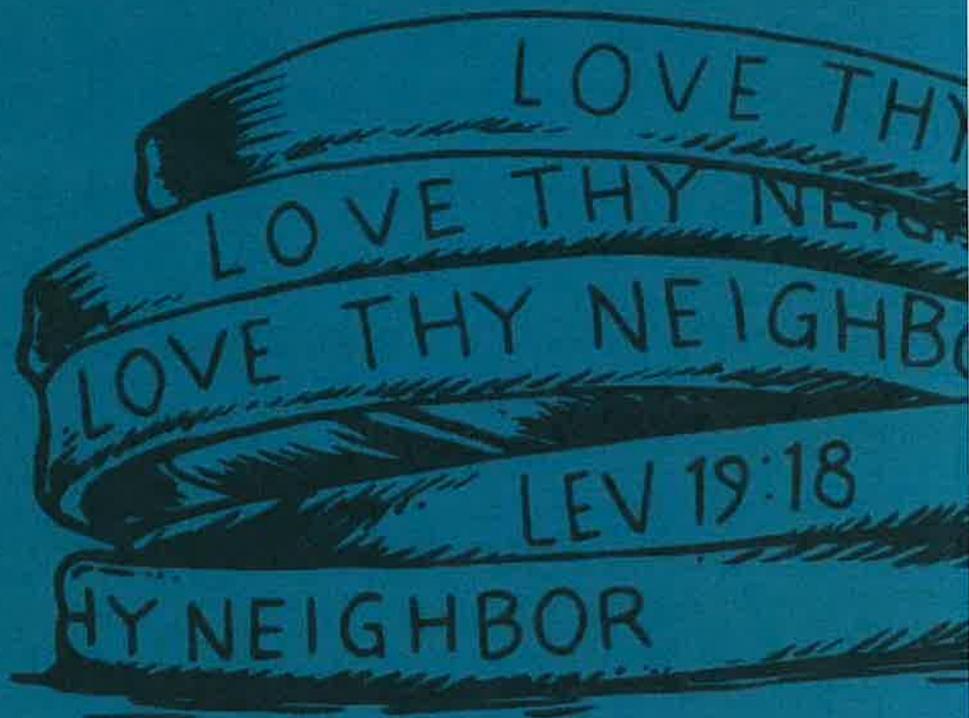
**6 PM**

Roland Schaub  
Cord Jackson & Friends

**7 PM**

10 Mile Radius  
& Friends

**october 5<sup>th</sup>**



## shop & eat

LOCAL BOOTHS & FOOD STARTING AT 11 AM  
A DAY OF SHOPPING, ART HAND HOLDING,  
GIFT GIVING, BRACELET WEARING & LOVE!

CHECK DOLAMPASAS SOCIALS FOR INFO

Close  
//////

Pecan Street

M N O P Q R S T U V

Animal Shelter

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29



24



21



K I H G F E D C B A

70



69

VENDORS

36 37 38 39 40 41 42 43 44 45

68

35

46

34

47

67

VENDORS  
VENDORS

33

48

66

32

49

65

VENDORS

31

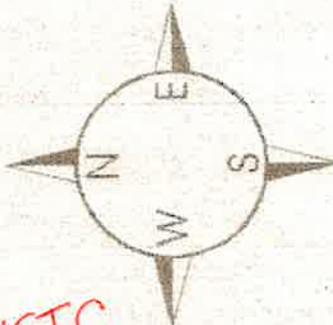
50

64

51

63

LIVE MUSIC



52

62

Bandstand

53

54

61

Courthouse

55

60

59

30  
29B

56

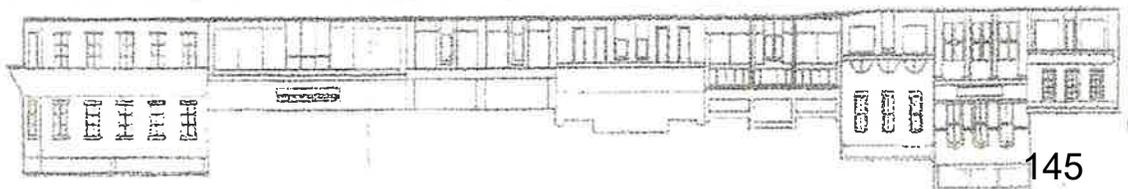
58

29A

57

Close  
//////

Live Oak Street



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City Manager

ITEM NO. 7.13

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

**Subject:**

Discussion and possible action regarding swimming in Sulphur Creek with specific boundaries and proper signage as recommended by City of Lampasas Parks Board.

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

**Submitted By:** Chris Eicher, Parks Director

**Date Submitted:** September 18, 2024

**For the Agenda of:** September 23, 2024

**Procurement and Funding Statement:**

N/A

**Attachments:** Ordinance Citations

**Summary Statement:**

This item was discussed during workshop.

**Recommendation:**

To consider a motion to direct staff to move forward with securing designated area, signage, and updating Ordinance with guidance from TML Risk Pool to allow swimming in Sulphur Creek at W.M Brook Park; or in the alternative to direct staff to seek additional public input by way of Public Hearing, to conduct additional research and to seek additional guidance from TML Risk Pool.

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