

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, January 27, 2025  
5:30 p.m. Workshop Session  
6:00 p.m. Regular Session**

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

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, January 27, 2025 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  
5:30 p.m.**

1. Call to order Workshop Session
2. Discussion regarding Building and Code Enforcement. *(pgs.5-6)*
3. Discussion regarding City Pavilion near Cooper Springs Nature Park. *(pgs.7-8)*
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

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>	<b>PAGES</b>
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>	<b>PAGES</b>

2.1	Discussion and possible action regarding approval of minutes of the Regular Meeting held on January 13, 2025.	9-16
3.0	<b>CONSENT AGENDA</b>	PAGES
3.1	Discussion and possible action regarding the December 2024 Investment Report.	17-28

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Utility Billing and Collections Monthly Report</li> <li>2. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>3. Police Department Monthly Report</li> <li>4. Building Official Monthly Report</li> <li>5. Economic Development Monthly</li> <li>6. Fire Department Monthly Report</li> <li>7. Parks and Recreation Monthly Report</li> <li>8. Information Systems Monthly Report</li> <li>9. Library Monthly Report</li> <li>10. Golf Course Monthly Report</li> <li>11. Municipal Court Monthly Report</li> <li>12. City Secretary Monthly Report</li> </ol>	29-54
5.0	<b>ROUTINE MATTERS</b>	PAGES
5.1	<b>CITY MANAGER'S OPERATIONAL REPORT</b> <ul style="list-style-type: none"> <li>• WCID Seminar</li> <li>• Region G Water Strategies</li> <li>• Water for Texas</li> <li>• Election</li> </ul>	55-56
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 concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 3, 2025 General Election.	57-74
7.2	Discuss and consider nominating candidate for election to the Central Texas Water Supply Corporation Board of Directors	75-80
7.3	Discussion and possible action regarding the purchase of two John Deere Mowers in the amount of \$26,378.04 for the Parks and Recreation Department.	81-84
7.4	Discussion and consideration of approval of the 2 <sup>nd</sup> reading of Resolution for a Lampasas Economic Development Project related to a Life Safety Grant for improvements made to an existing Commercial Building located at 410 E Third Street	85-88
7.5	Discussion, consideration and possible action regarding proposed Change Order for roof of Hostess House Renovation & Addition.	89-94
7.6	Discussion, consideration and possible action regarding Change Order 4 for structural changes, electrical power study upgrades, structural & architectural changes, fire department connection and sheetrock demo in the amount of \$62,457.43.	95-122

Adjourn into Executive Session

**EXECUTIVE SESSION**

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

Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties, or discipline of a public officer or employee; City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551

Adjourn executive session and reconvene Regular Session

**REGULAR SESSION**

9.0	ACTION ON EXECUTIVE SESSION
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 24 day of January 2025 at 5:00pm

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 Building Department and Code Enforcement.

**Requested By:** Mayor Herb Pearce

**Submitted By:** Mayor Herb Pearce

**Date Submitted:** January 22, 2025

**For the Agenda of:** January 27, 2025

**Procurement and Funding Statement:**

**Attachments:**

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**Summary Statement:**

Discussion regarding processes and procedures.

**Recommendation:**

Discussion only

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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 City Pavilion near Cooper Springs Nature Park.

**Requested By:** Libby Bluntzer

**Submitted By:** Erin Corbell

**Date Submitted:** January 22, 2025

**For the Agenda of:** January 27, 2025

**Procurement and Funding Statement:**

Improvements to be funded by Vision Lampasas

**Attachments:**

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**Summary Statement:**

Vision Lampasas has approached the City of Lampasas about the potential lease of a portion of city owned property, located at Hackberry and Avenue A, for storage purposes. Vision Lampasas proposes to expand the existing pad, install a storage building, and maintain said building, including insurance coverage and utilities. Staff is seeking council input prior to drafting a lease agreement for the land use.

**Recommendation:**

Discussion only



**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, January 13, 2025  
5:30 p.m. Special Session  
6:00 p.m. 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:**

Zac Morris  
Charlie Pratus  
Davis Keele  
Myles Haider  
Cathy Kuehne

**City Staff Present:**

Erin Corbell, City Manager  
Becky Sims, City Secretary  
Monica Wright, IT Director  
Yvonne Moreno, Finance Director  
Jody Cummings, Police Chief  
Joe Adams, Fire Chief  
Van Sims, WWW Operations Manager  
Wayne Sanders, Electric Superintendent  
Carlos Garcia, Street Superintendent  
Robyn White, PW Secretary

**Council Members Absent**

N/A

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

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

Adjourn into Executive Session

*Mayor Pro Tem Morris moved to adjourn into Executive Session at 5:31 p.m., the motion was seconded by Council member Hernandez 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
- III. Section 551.071 (1), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body

Adjourn executive session and reconvene Special Session

*Council reconvened Special Session at 6:25 p.m.*

**SPECIAL SESSION**

Action on Executive Session Items

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

*There was no action taken on items discussed during Executive Session.*

Adjourn Special Session

*Council member Haider moved to adjourn the Special Session at 6:26 p.m., the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

<b>WORKSHOP SESSION</b>
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1. Call to order Workshop Session- *Mayor Pearce called the workshop session to order at 6:26 p.m.*
2. Discussion and presentation of Annual Racial Profiling Report.

*Chief Cummings presented the Annual Racial Profiling Report to City Council.*

- *Texas' initial Racial Profiling Law, passed in 2001, has evolved into a robust program.*
- *It prohibits peace officers from engaging in racial profiling*
- *Each law enforcement agency must adopt a written policy.*
- *Officers must report motor vehicle stop information to their agency.*
- *Agencies must submit their analyzed data to the State and the governing bodies.*
- *The Lampasas Police Department has complied by:*
  - *Adopting a policy on racial profiling.*
  - *Collecting and auditing stop data.*
  - *Submitting the required reports to TCOLE and the City of Lampasas.*

***The report contains the following information:***

- *Total Stops*
- *Location of Stops*
- *Race/Ethnicity Known Prior to Stop*
- *Race/Ethnicity*
- *Gender*
- *Reason for Stop*
- *Was a Search Conducted*
- *Reason for Search*
- *Was Contraband Discovered*
- *Description of Contraband*
- *Result of Stop*
- *Arrest Based On*
- *Physical Force with Bodily Injury Used*
- *Number Racial Profiling Complaints*

Report Summary

***Full Report***

- *Total stops: 4061*
- *Searches: 161*
- *Contraband discovered: 87*
- *Written Warnings: 2881*

- Citations: 1022
- Arrest: 91
- Physical Force Bodily Injury: 1
- Racial Profiling Complaints: 0

**Analysis Report**

- White 2726 - 67.13%
- Hispanic/Latino 984 - 24.23%
- Black 242 - 5.96%
- Asian/Pacific Islander 97 - 2.39%
- Alaska/Native American 12 - 0.30%

3. Discussion regarding any item on the regular agenda. *N/A*
4. Adjourn Workshop Session.

*Council member Pratus moved to adjourn workshop at 6:34 p.m., the motion was seconded by Council member Keele and with a unanimous vote, the motion carried.*

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

- A. Call to Order

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

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

- C. Presentations and Proclamations

➤ *Resolution Proclaiming February 2025 Night Sky Awareness Month-Mike Watson*

**A RESOLUTION DECLARING FEBRUARY 2025 NIGHT SKY AWARENESS MONTH FOR THE CITY OF LAMPASAS, TX**

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

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

**WHEREAS**, upcoming events raising awareness include the March 1, 2025 Stars at Night Star Party at the Lampasas Middle School Cafeteria;

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

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

The City hereby declares **February 2025 Night Sky Awareness Month**. This resolution shall take effect immediately upon its passage.

Passed and Adopted by Council on this 13<sup>th</sup> day of **January, 2025**

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 citizen 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 citizen comments*

1.3	Public hearing to receive citizen comments to consider approval, denial, or approval with modifications to consider granting a rezone request
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*Mayor Pearce opened the public hearing.*

*Mrs. Sims advised of the following:*

*Tri-Cru Ventures, LLC, is asking for consideration of a rezone request for Northington Estates.*

*The 79 acres was originally zoned as shown below in May 2023.*

- *3.046 acres to Single Family Attached- SFA-(Townhomes)*
- *10.141 acres to Single Family Residential-6 "SF-6"*
- *35.195 acres to Single Family Residential-8 "SF-8"*
- *29.360 acres to Single Family Residential-10 "SF-10"*
- *2.175 acres to Commercial "C"*

*The new zoning request is as follows:*

- *Rezone 31.81 acres from Single Family Residential-8 and Single Family Residential-10 to Agriculture "AG" (green space/detention)*
- *Rezone portion of Single Family Residential-8 and Single Family Residential-10 to Single Family Attached (Townhomes) for a total of 13.40 acres (124 lots)*
- *Rezone portion of Single Family Residential-8 and Single Family Residential-10 to Single Family Residential-6 for a total of 32.52 acres (145 lots).*

*Staff sent eighteen (18) notices to property owners within 200 feet of the applicant's property, 6 were received in opposition, none in favor.*

*The Planning Commission moved to approve an alternative zoning that provides some Single Family Residential-8 (1200 sq ft homes) and less Single Family Attached (Townhomes) with three in favor and two in opposition or to deny the request all together with 2 in favor and three in opposition.*

**Public Testimony from citizens within 200 ft of property was presented as follows:**

*Betsy Kemp*

- *Oppose New Development*

- *Density concerns*
- *Infrastructure concerns*
- *Environmental concerns*
- *Original Plans vs. Proposed- Increase in families*
- *Rental Properties*
- *Drainage concerns*
- *Water, Sewer & Electrical needs, strain on infrastructure*
- *Cost to taxpayers*
- *Increase to traffic on 4<sup>th</sup> Street*

*Frank Ellett- Voiced his support for the Kemp's and Richardson's in opposition of the development.*

*Mike Richardson-*

- *Opposed to development not done right*
- *Drainage easement*
- *Quality of life*
- *Cost to taxpayers*
- *Concerns with making decision without civil plan set*

***General Citizen comments from citizens whom reside outside of 200 ft of property.***

*James Cain*

- *Commented on development done right*
- *Utilizing business resources to assist with planning*
- *Protect the history and future of Lampasas*

***Developer and Representative***

*Emilio Perales-Developer*

*Kendell Wimberly-Engineer*

- *Material costs*
- *New layout to help drainage layout*
- *Greenspace-Park Area*
- *HOA*
- *Temple Market Concept*
- *Phased Project*
- *School needs*
- *Infrastructure*

*Council addressed the following*

- *Why development is a good fit for Lampasas?*
- *Lot sizes-More SF-8 & SF-10*
  - *Justify cost-land development*
- *Impact to Schools*
- *Egress/Ingress*

*With no further discussion, Mayor Pearce closed the public hearing.*

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning approval of minutes from the Regular City Council Meeting held on December 9, 2024.

Council member Keele moved to approve the minutes as presented, the motion was seconded by Council member Kuehne, with Mayor Pro Tem Morris and Council member Hernandez abstaining, the motion carried.

3.0	<b>CONSENT AGENDA</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2024- December 31, 2024.
3.2	Discussion and possible action regarding November 2024 Investment Report

Mayor Pro Tem Morris moved to approve the consent agenda, the motion was seconded by Council member Hernandez, with Council member Pratus abstaining, the motion carried.

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>
4.1	<b>PUBLIC WORKS ANNUAL REPORT</b> <i>Van Sims, WWW Operations Manager, Wayne Sanders, Electric Superintendent and Carlos Garcia, Street Superintendent presented their annual report. Each provided an overview of their individual departments, including staff recognition, certifications, overall budgets, daily work orders, completed projects and future projects.</i>

5.0	<b>ROUTINE MATTERS</b>
5.1	<b>CITY MANAGER'S OPERATIONAL REPORT</b>
	<p><i>Hiring</i> Two candidates were interviewed for the Assistant City Manager position. However, CM has opted not to hire for the position at this time. After evaluating needs within the City, CM feels that a public works director would be a more appropriate position to fill. Job description has been updated and will be posted online.</p> <p><i>3<sup>rd</sup> Street Bridge</i> Staff attended a pre-construction meeting with contractors and TXDot on Thursday, January 2<sup>nd</sup> for the replacement of the 3<sup>rd</sup> Street Bridge. Contractors began work on Monday, January 6<sup>th</sup> and work is expected to be complete mid-summer 2025. That section of 3<sup>rd</sup> Street will be fully closed until completion. Detour routes are available and signage is posted.</p> <p><i>Business Park</i> Council members have requested CM complete a full analysis of Business Park costs to date. That analysis is nearly complete and will be available for discussion in a setting of council's choice, i.e. workshop or joint meeting.</p> <p><i>Airport</i> The Airport Advisory Board has approved options for the airport's ALP that will next be submitted to the FAA for approval. The ALP is a guiding document for future development at the airport as funds are acquired and allocated, but is not designed to commit the City to specific improvements. Contractors for the fuel tank replacement arrived to begin work on January 13<sup>th</sup>, so the airport will be selling LL fuel in the near future. Staff has identified various other projects in conjunction with the advisory committee for improvements to drive future growth for the airport.</p> <p><i>Election</i> The first day to file for seats in May's municipal election is Wednesday, January 15<sup>th</sup>. Packets are available in the City Secretary's office.</p>

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 a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas
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*Council member Kuehne moved to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried.*

7.2	Discussion and selection of website photo contest winner.
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*Council member Hernandez moved to select entry #1, the motion was seconded by Council member Haider, with Council member Keele in opposition, the motion carried.*

7.3	Discussion and possible action regarding approval of Resolution by the City of Lampasas denying the increase in rates proposed by ATMOS Energy Corporation in its Mid-Tex Division filed on or about December 16, 2024; authorizing participation in related rate proceedings; authorizing the retention of special counsel; requiring the reimbursement of municipal rate case expenses; finding that the meeting complies with the open meetings act; and making other findings and provisions to the subject; and declaring an effective date.
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*Council member Pratus moved to approve the Resolution by the City of Lampasas denying the increase in rates proposed by ATMOS Energy Corporation in its Mid-Tex Division filed on or about December 16, 2024; authorizing participation in related rate proceedings; authorizing the retention of special counsel; requiring the reimbursement of municipal rate case expenses; finding that the meeting complies with the open meetings act; and making other findings and provisions to the subject; and declaring an effective date, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

7.4	Discussion and possible action to consider approval, denial, or approval with modifications to consider granting a rezone request for Northington Creek Estates, commonly known as 1206 Mills Street, and 1705 E 4th Street.  <i>The 79 acres was originally zoned as shown below in May 2023.</i> <ul style="list-style-type: none"><li>➤ 3.046 acres to Single Family Attached- SFA-(Townhomes)</li><li>➤ 10.141 acres to Single Family Residential-6 “SF-6”</li><li>➤ 35.195 acres to Single Family Residential-8 “SF-8”</li><li>➤ 29.360 acres to Single Family Residential-10 “SF-10”</li><li>➤ 2.175 acres to Commercial “C”</li></ul> <i>The new zoning request is as follows:</i> <ul style="list-style-type: none"><li>• Rezone 31.81 acres from Single Family Residential-8 and Single Family Residential-10 to Agriculture “AG” (green space/detention)</li></ul>
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|--|--|
|  | <ul style="list-style-type: none"> <li>• Rezone portion of Single Family Residential-8 and Single Family Residential-10 to Single Family Attached (Townhomes) for a total of 13.40 acres (124 lots)</li> <li>• Rezone portion of Single Family Residential-8 and Single Family Residential-10 to Single Family Residential-6 for a total of 32.52 acres (145 lots).</li> </ul> |
|--|--|

*Council member Kuehne moved to deny the request, the motion was seconded by Council member Hernandez, with five in opposition the motion failed.*

*Mayor Pro-Tem Morris moved for a more viable zoning option for the community presented by the developer along with a draft drainage plan to the Planning Commission for further study, the motion was seconded by Council member Pratus, with Council member Hernandez in opposition, the motion carried.*

- |     |  |
|-----|--|
| 7.5 | Discussion and consideration of approval by Resolution of a Lampasas Economic Development Project related to a Life Safety Grant for improvements made to an existing Commercial Building located at 410 E Third Street. |
|-----|--|

*Mayor Pro Tem Morris moved to approve the Resolution of a Lampasas Economic Development Project related to a Life Safety Grant for improvements made to an existing Commercial Building located at 410 E Third Street, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried.*

- |     |   |
|-----|---|
| 7.6 | Discussion and possible action to ratify allocation of repair expenses for the Fire Department Ladder Truck in the amount of \$30,000.74. |
|-----|---|

*Council member Pratus moved to ratify allocation of repair expenses for the Fire Department Ladder Truck in the amount of \$30,000.74, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.*

- |     |   |
|-----|---|
| 7.7 | Discussion and possible action to consider quote from All Season’s Service to replace unit at the library in the amount of \$10,755.00. |
|-----|---|

*Council member Hernandez moved to approve quote from All Season’s Service to replace unit at the library in the amount of \$10,755.00, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.*

Adjourn

*Council member Keele moved to adjourn at 8:08 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 \_\_\_\_\_, 2025.

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

ATTEST

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

  
City Manager

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

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

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: January 22, 2025

For the Agenda of: January 27, 2025

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

**Summary Statement:**

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

The City's yield to maturity is 4.04

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$8,368,216.36	34.56%
TexStar	\$1,829,405.93	7.56%
Cadence Bank	\$10,524,145.43	43.45%
Money Market	\$3,420,366.19	14.13%
Frost Bank	\$72,056.31	0.30 %

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

City of Lampasas

# Investment Report

As of December 31, 2024



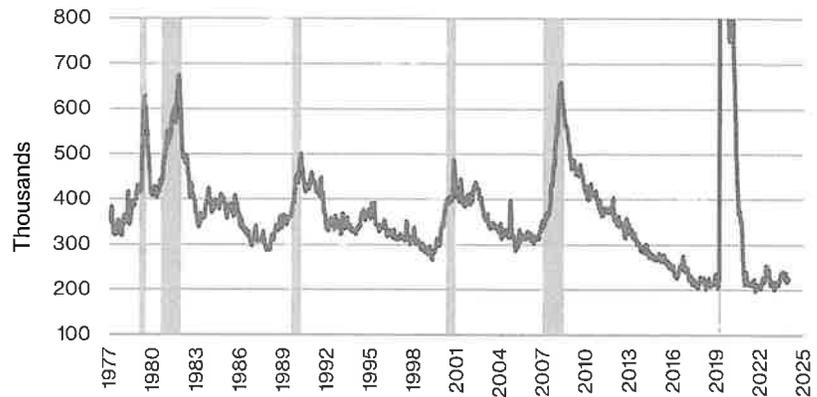
**MEEDER**  
PUBLIC FUNDS

## Labor Market Remains Resilient With Low Unemployment Claims



- Weekly unemployment claims remain near historically low levels.
- The Federal Reserve and many economists were expecting rate hikes to have taken more of a toll on the labor market.
- That has not been the case.

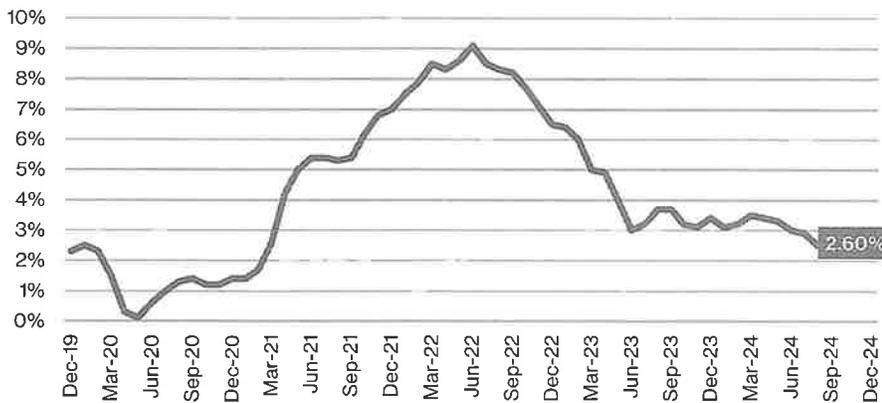
Weekly Unemployment Claims - 4 Week Avg



SOURCE: BLOOMBERG, DEPARTMENT OF LABOR - GRAPH AXIS IS CUT OFF DUE TO COVID DATA EXTREME LEVELS - SHADED AREAS ARE RECESSIONS

## Core Personal Consumption Expenditures Trending Higher

Consumer Price Index (CPI) YoY



- Core Personal Consumption Expenditure YoY is the Fed's preferred inflation gauge. Core excludes food and energy components.
- Core PCE YoY is currently at 2.8%, not quite at the Fed's 2% target, but far below the 5.6% peak in 2022.
- The Fed expects Core PCE YoY will most likely get much closer to the Fed's 2% in the first half of 2025.

SOURCES: BLOOMBERG, BUREAU OF ECONOMIC ANALYSIS



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# Portfolio Overview

SECURITY TYPE	PAR VALUE	MARKET VALUE	BOOK VALUE	% OF PORTFOLIO	DAYS TO MATURITY	YIELD
Bank Deposits	14,016,567.93	14,016,567.93	14,016,567.93	57.89%	1	3.72
LGIP	10,197,622.29	10,197,622.29	10,197,622.29	42.11%	1	4.48
<b>TOTAL</b>	<b>24,214,190.22</b>	<b>24,214,190.22</b>	<b>24,214,190.22</b>	<b>100.00%</b>	<b>1</b>	<b>4.04</b>
<b>CASH AND ACCRUED INTEREST</b>						
Purchased Accrued Interest		0.00	0.00			
<b>TOTAL CASH AND INVESTMENTS</b>	<b>24,214,190.22</b>	<b>24,214,190.22</b>	<b>24,214,190.22</b>		<b>1</b>	<b>4.04</b>
<b>TOTAL EARNINGS</b>						
	CURRENT MONTH					
	84,714.20					



**Summary by Type**

<b>SECURITY TYPE</b>	<b># OF SECURITIES</b>	<b>PAR VALUE</b>	<b>BOOK VALUE</b>	<b>% OF PORTFOLIO</b>	<b>YIELD</b>	<b>DAYS TO FINAL MATURITY</b>
Bank Deposits	2	244,466.58	244,466.58	1.01	3.75	1
<b>TOTAL</b>	<b>2</b>	<b>244,466.58</b>	<b>244,466.58</b>	<b>1.01</b>	<b>3.75</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>17</b>	<b>24,214,190.22</b>	<b>24,214,190.22</b>	<b>100.00</b>	<b>4.04</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>			<b>546,398.24</b>	<b>546,398.24</b>	<b>546,398.24</b>	<b>3.26</b>		<b>1</b>	<b>1.00</b>	<b>0.00</b>	<b>2.26</b>	<b>NA</b>
<b>TOTAL</b>				<b>0.00</b>					<b>546,398.24</b>	<b>546,398.24</b>		
<b>LGIP</b>												
TEXSTAR	TexSTAR	12/31/2024 12/31/2024	1,829,405.93	1,829,405.93 0.00	1,829,405.93	4.49		<b>1</b>	1.00 1,829,405.93	0.00 1,829,405.93	7.56	AAA
<b>LGIP TOTAL</b>			<b>1,829,405.93</b>	<b>1,829,405.93</b>	<b>1,829,405.93</b>	<b>4.49</b>		<b>1</b>	<b>1.00</b>	<b>0.00</b>	<b>7.56</b>	<b>AAA</b>
<b>ELECTRIC TOTAL</b>			<b>2,375,804.17</b>	<b>2,375,804.17</b>	<b>2,375,804.17</b>	<b>4.21</b>		<b>1</b>	<b>2,375,804.17</b>	<b>2,375,804.17</b>	<b>9.81</b>	<b>AAA</b>

<b>LEDC</b>												
<b>BANK DEPOSITS</b>												
700-236-3	Cadence Bank Account	12/31/2024 12/31/2024	159,739.35	159,739.35 0.00	159,739.35	3.13		<b>1</b>	1.00 159,739.35	0.00 159,739.35	0.66	NA
700-109-2	Cadence Bank Account	12/31/2024 12/31/2024	1,418,475.34	1,418,475.34 0.00	1,418,475.34	3.13		<b>1</b>	1.00 1,418,475.34	0.00 1,418,475.34	5.86	NA
<b>BANK DEPOSITS</b>			<b>1,578,214.69</b>	<b>1,578,214.69</b>	<b>1,578,214.69</b>	<b>3.13</b>		<b>1</b>	<b>1.00</b>	<b>0.00</b>	<b>6.52</b>	<b>NA</b>
<b>TOTAL</b>				<b>0.00</b>					<b>1,578,214.69</b>	<b>1,578,214.69</b>		
<b>LEDC TOTAL</b>			<b>1,578,214.69</b>	<b>1,578,214.69</b>	<b>1,578,214.69</b>	<b>3.13</b>		<b>1</b>	<b>1,578,214.69</b>	<b>1,578,214.69</b>	<b>6.52</b>	<b>NA</b>

<b>SEIZURES</b>												
<b>BANK DEPOSITS</b>												
700-076-3	Cadence Bank Account	12/31/2024 12/31/2024	41,128.13	41,128.13 0.00	41,128.13	3.75		<b>1</b>	1.00 41,128.13	0.00 41,128.13	0.17	NA
201001999	Cadence Bank Account	12/31/2024 12/31/2024	2.98	2.98 0.00	2.98	4.50		<b>1</b>	1.00 2.98	0.00 2.98	0.00	NA
<b>BANK DEPOSITS</b>			<b>41,128.13</b>	<b>41,128.13</b>	<b>41,128.13</b>	<b>3.75</b>		<b>1</b>	<b>1.00</b>	<b>0.00</b>	<b>0.17</b>	<b>NA</b>
<b>TOTAL</b>				<b>0.00</b>					<b>41,128.13</b>	<b>41,128.13</b>		
<b>SEIZURES TOTAL</b>			<b>41,128.13</b>	<b>41,128.13</b>	<b>41,128.13</b>	<b>3.75</b>		<b>1</b>	<b>41,128.13</b>	<b>41,128.13</b>	<b>0.17</b>	<b>NA</b>

<b>TRUST</b>												
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CITY OF LAMPASAS | DECEMBER 31, 2024



## 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>									
700-321-3	Cadence Bank Account	2024-12-31	553.79	553.79	0.00	0.00	1.82	1.82	0.00
700-418-7	Cadence Bank Account	2024-12-31	35,588.62	35,588.62	0.00	0.00	116.21	116.21	0.00
700-047-4	Cadence Bank Account	2024-12-31	8,067,915.68	8,067,915.68	0.00	0.00	26,177.15	26,177.15	0.00
4001579	Lone Star Capital Bank IntraFI Cash Service	2024-12-31	3,420,366.19	3,420,366.19	0.00	0.00	12,113.02	12,113.02	0.00
TEXPOOL	TexPool	2024-12-31	8,328,688.67	8,328,688.67	0.00	0.00	32,138.58	32,138.58	0.00
<b>TOTAL</b>			<b>19,853,112.95</b>	<b>19,853,112.95</b>	<b>0.00</b>	<b>0.00</b>	<b>70,546.78</b>	<b>70,546.78</b>	<b>0.00</b>
<b>CERT OF OBLIGATION 2016</b>									
TEXPRIME	TexPool Prime	2024-12-31	39,527.69	39,527.69	0.00	0.00	156.97	156.97	0.00
<b>TOTAL</b>			<b>39,527.69</b>	<b>39,527.69</b>	<b>0.00</b>	<b>0.00</b>	<b>156.97</b>	<b>156.97</b>	<b>0.00</b>
<b>ELECTRIC</b>									
700-067-2	Cadence Bank Account	2024-12-31	474,341.93	474,341.93	0.00	0.00	1,557.93	1,557.93	0.00
591732110	Frost Bank Public Fund Checking Account	2024-12-31	72,056.31	72,056.31	0.00	0.00	0.00	0.00	0.00
TEXSTAR	TexSTAR	2024-12-31	1,829,405.93	1,829,405.93	0.00	0.00	7,063.24	7,063.24	0.00
<b>TOTAL</b>			<b>2,375,804.17</b>	<b>2,375,804.17</b>	<b>0.00</b>	<b>0.00</b>	<b>8,621.17</b>	<b>8,621.17</b>	<b>0.00</b>
<b>LEDC</b>									
700-109-2	Cadence Bank Account	2024-12-31	1,418,475.34	1,418,475.34	0.00	0.00	3,758.56	3,758.56	0.00
700-236-3	Cadence Bank Account	2024-12-31	159,739.35	159,739.35	0.00	0.00	423.10	423.10	0.00
<b>TOTAL</b>			<b>1,578,214.69</b>	<b>1,578,214.69</b>	<b>0.00</b>	<b>0.00</b>	<b>4,181.66</b>	<b>4,181.66</b>	<b>0.00</b>
<b>SEIZURES</b>									
700-076-3	Cadence Bank Account	2024-12-31	41,125.15	41,125.15	0.00	0.00	135.23	135.23	0.00
201001999	Cadence Bank Account	2024-12-31	2.98	2.98	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>			<b>41,128.13</b>	<b>41,128.13</b>	<b>0.00</b>	<b>0.00</b>	<b>135.23</b>	<b>135.23</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	3,420,366.19	3,408,128.14	3,420,366.19	12/31/2024	3.23	4.00	12,113.02	0.00	0.00	12,113.02
700-047-4	Cadence Bank Account	8,067,915.68	8,032,873.18	8,067,915.68	12/31/2024	5.25	3.75	26,177.15	0.00	0.00	26,177.15
700-321-3	Cadence Bank Account	553.79	551.97	553.79	12/31/2024	5.25	3.75	1.82	0.00	0.00	1.82
700-418-7	Cadence Bank Account	35,588.62	34,654.19	35,588.62	12/31/2024	5.25	3.75	116.21	0.00	0.00	116.21
TEXPOOL	TexPool	8,328,688.67	8,296,550.09	8,328,688.67	12/31/2024	5.34	4.48	32,138.58	0.00	0.00	32,138.58
<b>TOTAL</b>		<b>19,853,112.95</b>	<b>19,772,757.57</b>	<b>19,853,112.95</b>		<b>4.94</b>	<b>4.10</b>	<b>70,546.78</b>	<b>0.00</b>	<b>0.00</b>	<b>70,546.78</b>
<b>CERT OF OBLIGATION 2016</b>											
TEXPRIME	TexPool Prime	39,527.69	39,370.72	39,527.69	12/31/2024	4.50	4.62	156.97	0.00	0.00	156.97
<b>TOTAL</b>		<b>39,527.69</b>	<b>39,370.72</b>	<b>39,527.69</b>		<b>4.50</b>	<b>4.62</b>	<b>156.97</b>	<b>0.00</b>	<b>0.00</b>	<b>156.97</b>
<b>ELECTRIC</b>											
591732110	Frost Bank Public Fund Checking Account	72,056.31	72,056.31	72,056.31	12/31/2024	0.00	0.00	0.00	0.00	0.00	0.00
700-067-2	Cadence Bank Account	474,341.93	470,984.00	474,341.93	12/31/2024	5.25	3.75	1,557.93	0.00	0.00	1,557.93
TEXSTAR	TexSTAR	1,829,405.93	1,822,342.69	1,829,405.93	12/31/2024	5.30	4.49	7,063.24	0.00	0.00	7,063.24
<b>TOTAL</b>		<b>2,375,804.17</b>	<b>2,365,383.00</b>	<b>2,375,804.17</b>		<b>5.13</b>	<b>4.21</b>	<b>8,621.17</b>	<b>0.00</b>	<b>0.00</b>	<b>8,621.17</b>
<b>LEDC</b>											
700-109-2	Cadence Bank Account	1,418,475.34	1,415,870.58	1,418,475.34	12/31/2024	3.88	3.13	3,758.56	0.00	0.00	3,758.56
700-236-3	Cadence Bank Account	159,739.35	159,316.25	159,739.35	12/31/2024	3.88	3.13	423.10	0.00	0.00	423.10
<b>TOTAL</b>		<b>1,578,214.69</b>	<b>1,575,186.83</b>	<b>1,578,214.69</b>		<b>3.88</b>	<b>3.13</b>	<b>4,181.66</b>	<b>0.00</b>	<b>0.00</b>	<b>4,181.66</b>
<b>SEIZURES</b>											
201001999	Cadence Bank Account	2.98	2.98	2.98	12/31/2024	0.45	4.50	0.00	0.00	0.00	0.00
700-076-3	Cadence Bank Account	41,125.15	40,989.92	41,125.15	12/31/2024	5.25	3.75	135.23	0.00	0.00	135.23
<b>TOTAL</b>		<b>41,128.13</b>	<b>40,992.90</b>	<b>41,128.13</b>		<b>5.25</b>	<b>3.75</b>	<b>135.23</b>	<b>0.00</b>	<b>0.00</b>	<b>135.23</b>

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# Memo



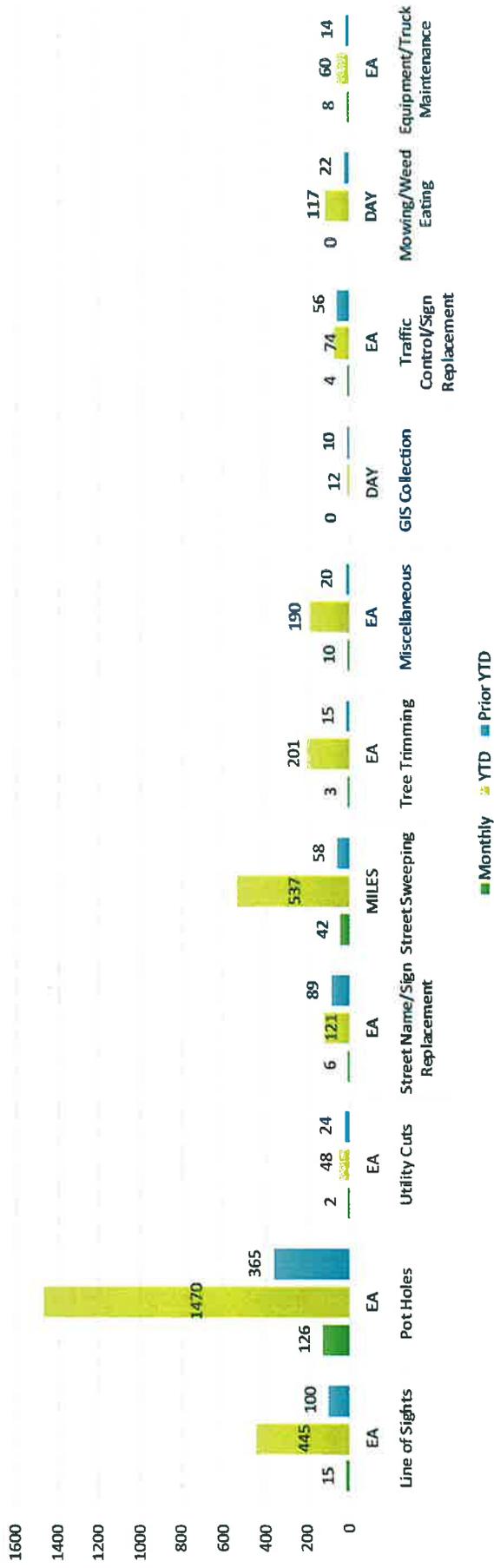
To: Erin Corbell, City Manager  
 From: Van Sims, W/WW Operations Manager  
 Date: January 19, 2024  
 Re: December 2024 Monthly Report

## Water/Wastewater & Plant Operations

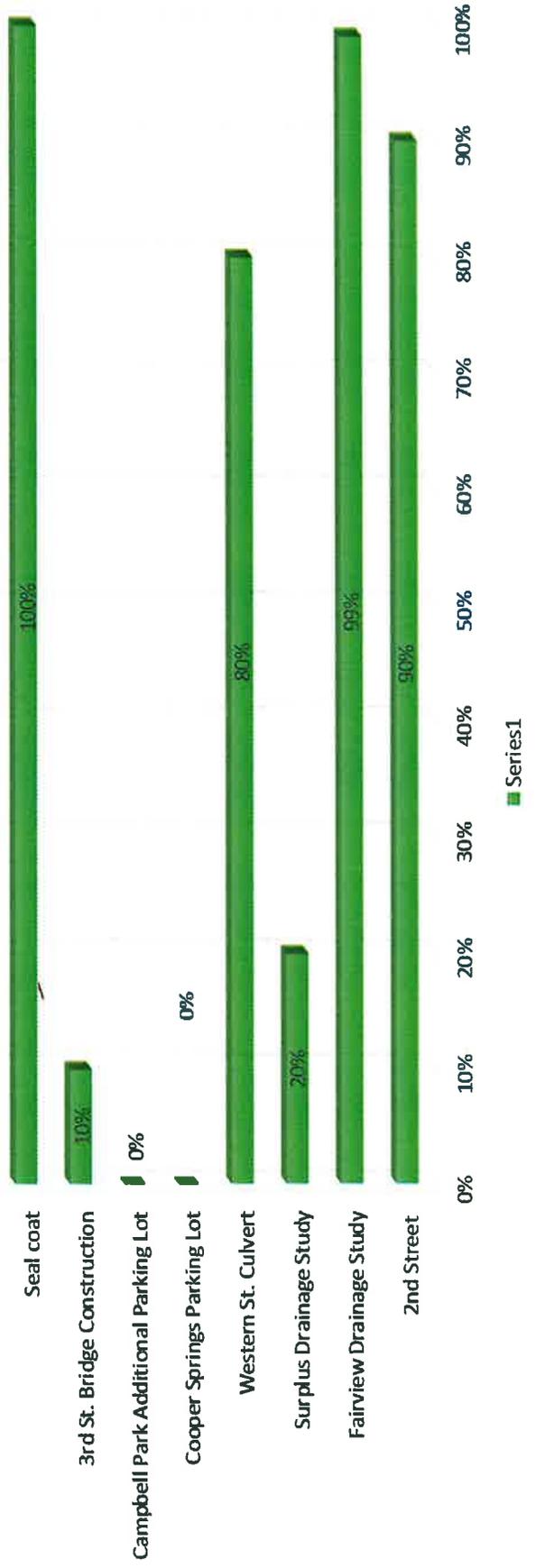
- 
- **Operation of Water Distribution System**
    1. Collected 8 routine Bac T samples. 2 Special Bac T samples.
    2. Repaired 7 water leaks.
    3. 248 disinfection residual monitoring samples.
    4. 448 nitrification action plan monitoring samples.
    5. Conducted 36 lead & copper service line inspections.
  - **Operation of Wastewater Collection System**
    1. Completed all monthly lift station checks. Maintenance on 2 lift station pumps.
    2. Resolved 3 sewer stoppages.
    3. Installed 2 sewer taps.
  - **Operation of Municipal and AFNA Treatment Facilities**
    1. Treated 63,600 gallons of septic waste.
    2. Performed all routine maintenance on scheduled equipment.
    3. Removed 100 cubic yds of processed cake.
    4. Collected and analyzed 98 samples for municipal wwtp.
    5. Collected and analyzed 54 samples for AFNA treatment plant.
    6. Collected 67 samples for 3<sup>rd</sup> party analyzation.
  - **Special Projects**
    1. Installed Hostess House fire line and domestic line.
  - Total Work Orders Completed – 129
  - Utility Locates – 69
  - Customer Service Calls – 1

# Street Department

## Work Orders



## Projects



# Memo



To: Robyn White  
From: Wayne Sanders  
Date: Friday, January 24, 2025  
Re: Monthly Report – December 2024

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Electric

## Brief monthly Overview – Electric Department

107 Work Order completed (160.75Hrs)

6Tree (Hrs.)

68 locates

15 Outages

3 New Service

Projects (334.75 Hrs.)

Christmas lights on Courtyard Square & Park Entrance ( 58 Hrs.)

Tree Trimming (106 Hrs. including workorders)

Turner Field install of URD conduit for Concession Stand (73 Hrs.)

Electric System Information (80.75hrs)

- Pole tag electric system project
- Monitor system power factor and circuit loads
- Visually inspect substation breakers and switches

Operations and Maintenance (350 Hrs.)

7 Lights changed to LED

3 Poles replaced in system 1 New pole

Overtime Callouts (5hrs)

2 Customers side

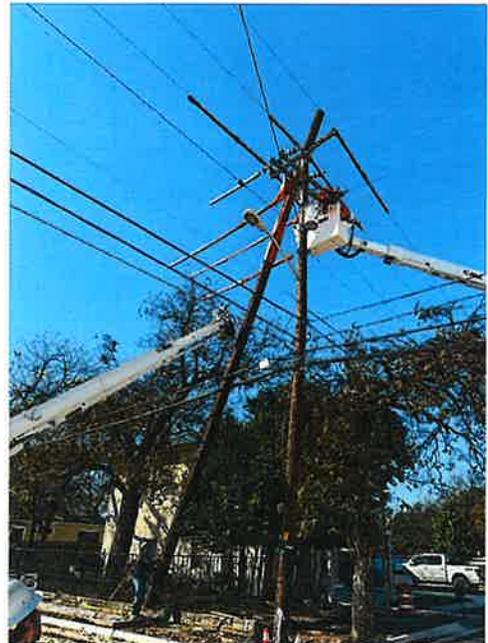
1 Tree

2 Animal



Christmas Star Rebuild on Courthouse

Pole Change Out at 2<sup>nd</sup> & Western





## Memo

To: City Manager Erin Corbell

From: Police Chief Jody Cummings

Date: 01.17.24

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

1. Chief of Police Jody Cummings attended 1 regular City Council Workshops and Regular Meeting.
2. Chief Cummings attended 1 Directors' meetings.
3. The PD/FD/LVFD hosted the annual Holiday Luncheon and Toy Drive at the Fire Department.
4. The PD supported the annual Tri County Toy Run.
5. The PD supported the annual Carol of Lights festival and Holidazzle Christmas Parade.
6. The PD conducted fire arms training.
7. The PD supported Christmas on the Creek.

**Summary Notes**

Building permits are up from 19 in November 2024 to 23 in December 2024.

YTD Residential Fees Collected \$1,825.43  
 YTD Commercial Fees Collected \$490.93

**The largest commercial project for the month:**

Permit #: 2024-398  
 Street: 300 hwy 281 s  
 Value: \$16,000.00

Inspections made year to date are as follows:

Building Inspections	304
Electrical Inspections	162
Fire Inspections	4
Gas Inspections	26
Irrigation Inspections	5
Mechanical	1
Plumbing Inspections	154
Storage Building	2
Swimming Pool	1
<b>Total # of Inspections</b>	<b>659</b>

Major categories of permits issued y.t.d. as follows:

Commercial	98
Residential	288
<b>Total # of Permits</b>	<b>386</b>



Lampasas  
Lampasas

Lampasas, TX

**December, 2024**

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

	Last Year - This Year		December, 2023	December, 2024	% Change
Number of Permits			12	23	91.67%
Total Valuation			\$491,979.38	\$90,370.00	-81.63%
Total Fees			\$1,986.71	\$2,316.36	16.59%

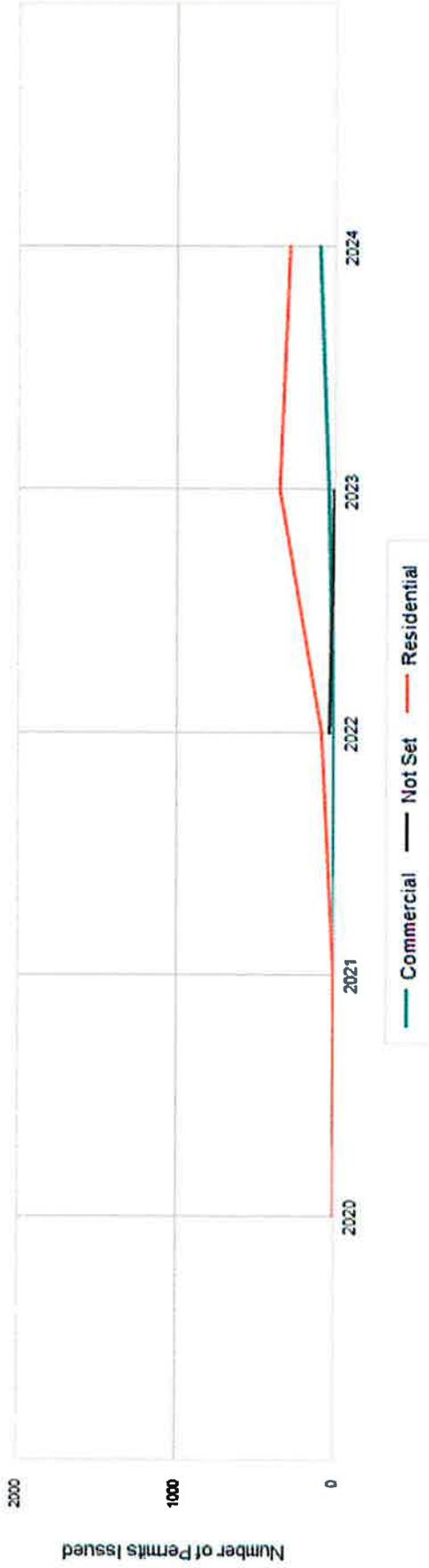
**Year to Date**

	January, 2023	January, 2024	December, 2023	December, 2024	% Change
Number of Permits			399	386	-3.26%
Total Valuation			\$3,417,583.46	\$3,757,356.75	9.94%
Total Fees			\$37,243.93	\$102,586.43	175.44%

**12 Months Previous Year**

	January, 2023	January, 2024	December, 2023	December, 2024	% Change
Number of Permits			399	386	-3.26%
Total Valuation			\$3,417,583.46	\$3,757,356.75	9.94%
Total Fees			\$37,243.93	\$102,586.43	175.44%

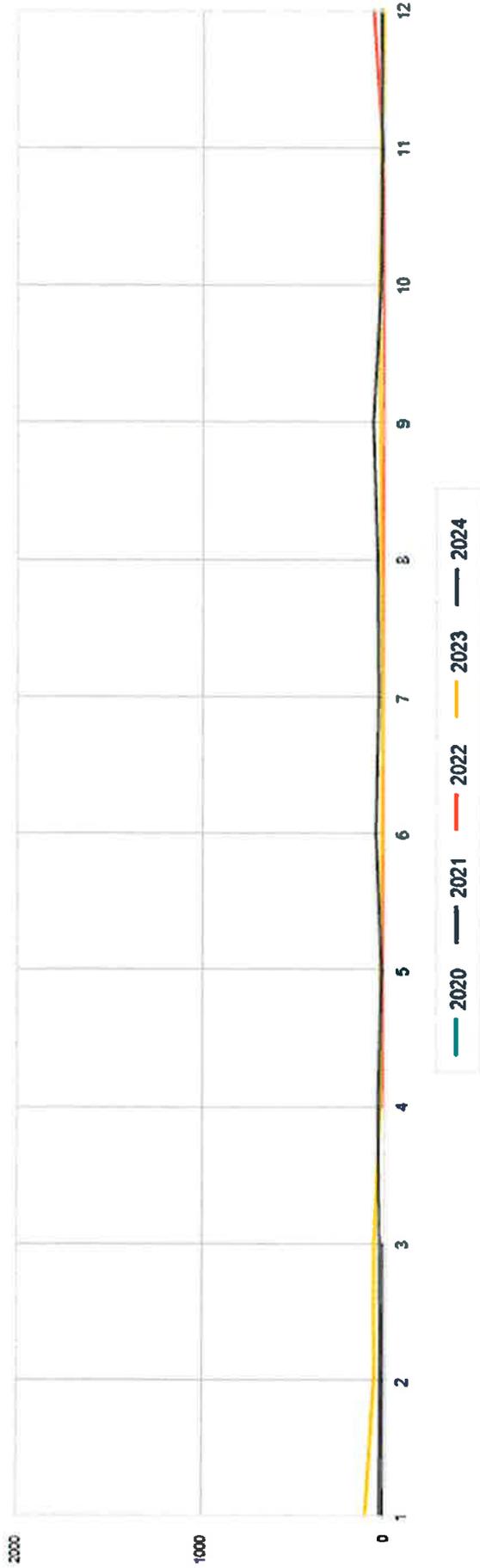
**HISTORICAL TREND OF PERMITS ISSUED**



**DATA FOR HISTORICAL TREND OF PERMITS ISSUED**

	2020	2021	2022	2023	2024
<b>Commercial</b>		1	5	40	98
<b>Not Set</b>			34	6	
<b>Residential</b>	1	6	84	353	288

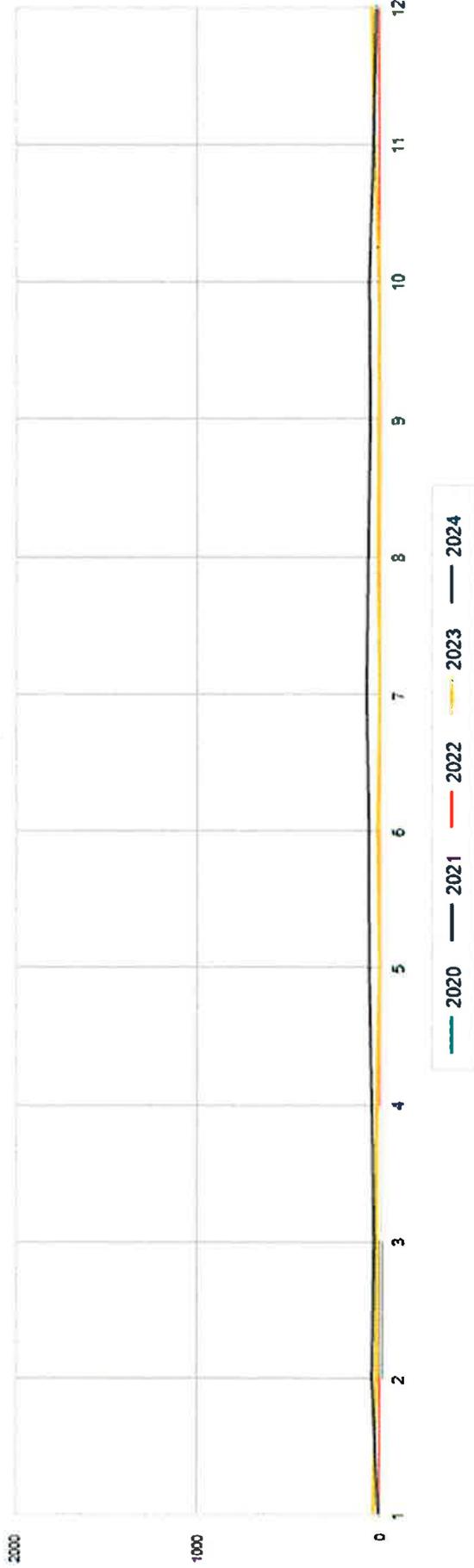
PERMITS ISSUED PER MONTH



DATA FOR PERMITS ISSUED PER MONTH

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	0	0	0	0	1	0	0	0	0	0	0	0
2021	4	1	2	0	0	0	0	0	0	0	0	0
2022	0	0	0	3	8	6	7	6	3	9	17	64
2023	100	54	56	23	24	16	14	20	26	32	22	12
2024	26	22	26	36	19	49	35	41	65	25	19	23

**INSPECTIONS PER MONTH**



**DATA FOR INSPECTIONS PER MONTH**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	0	0	0	0	2	0	1	0	0	0	0	0
2021	0	1	3	0	0	0	1	0	0	0	0	0
2022	6	5	0	3	3	5	0	6	4	8	5	15
2023	44	28	28	26	9	20	7	17	12	8	38	51
2024	17	53	42	53	68	70	82	73	62	67	44	28

# Lampasas Fire Department

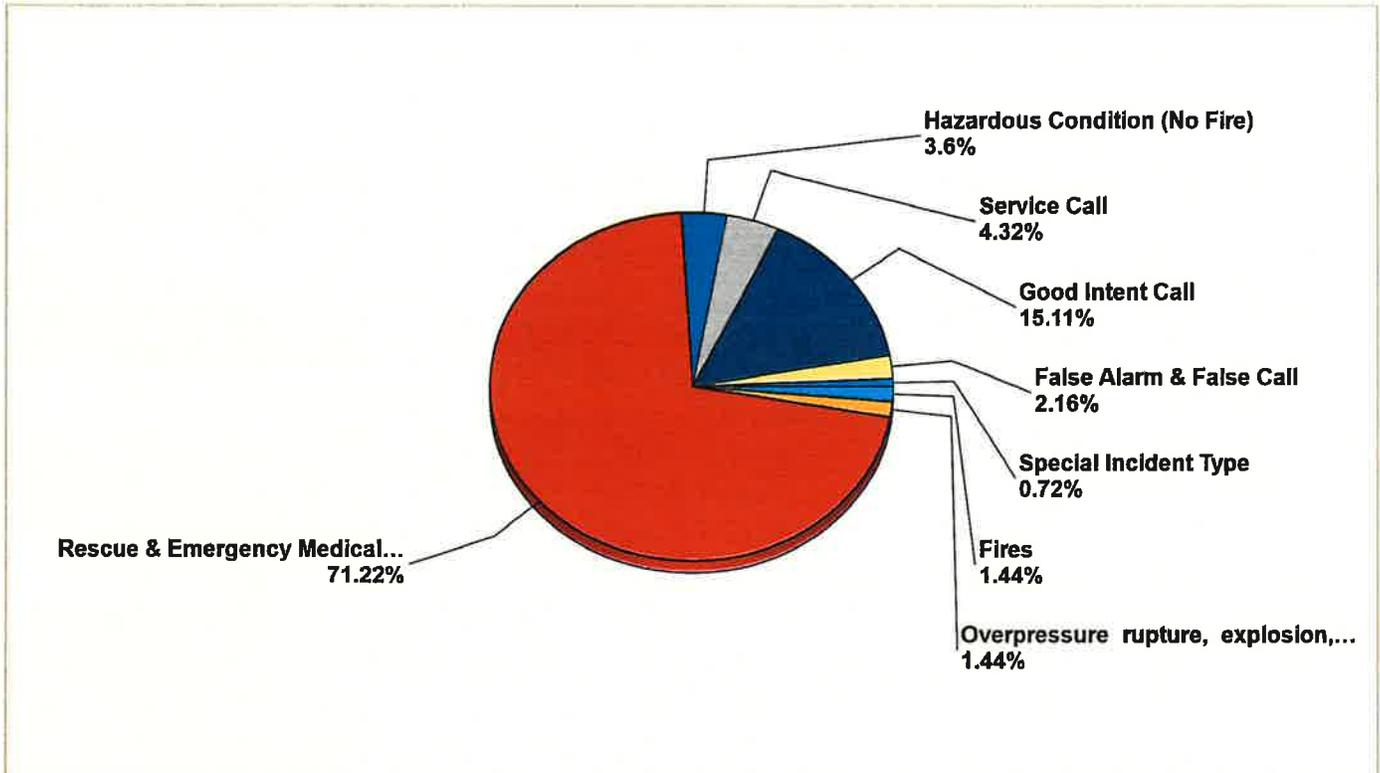
Lampasas, TX

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## Breakdown by Major Incident Types for Date Range

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



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.44%
Overpressure rupture, explosion, overhear - no fire	2	1.44%
Rescue & Emergency Medical Service	99	71.22%
Hazardous Condition (No Fire)	5	3.6%
Service Call	6	4.32%
Good Intent Call	21	15.11%
False Alarm & False Call	3	2.16%
Special Incident Type	1	0.72%
<b>TOTAL</b>	<b>139</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.



emergencyreporting.com  
Doc Id: 553  
Page # 1 of 2

**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
111 - Building fire	1	0.72%
142 - Brush or brush-and-grass mixture fire	1	0.72%
243 - Fireworks explosion (no fire)	1	0.72%
251 - Excessive heat, scorch burns with no ignition	1	0.72%
311 - Medical assist, assist EMS crew	93	66.91%
322 - Motor vehicle accident with injuries	1	0.72%
324 - Motor vehicle accident with no injuries.	5	3.6%
412 - Gas leak (natural gas or LPG)	4	2.88%
424 - Carbon monoxide incident	1	0.72%
500 - Service Call, other	2	1.44%
510 - Person in distress, other	1	0.72%
551 - Assist police or other governmental agency	1	0.72%
553 - Public service	1	0.72%
561 - Unauthorized burning	1	0.72%
611 - Dispatched & cancelled en route	15	10.79%
632 - Prescribed fire	1	0.72%
651 - Smoke scare, odor of smoke	2	1.44%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.72%
653 - Smoke from barbecue, tar kettle	1	0.72%
671 - HazMat release investigation w/no HazMat	1	0.72%
700 - False alarm or false call, other	1	0.72%
745 - Alarm system activation, no fire - unintentional	2	1.44%
911 - Citizen complaint	1	0.72%
<b>TOTAL INCIDENTS:</b>	<b>139</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.

# Lampasas Fire Department

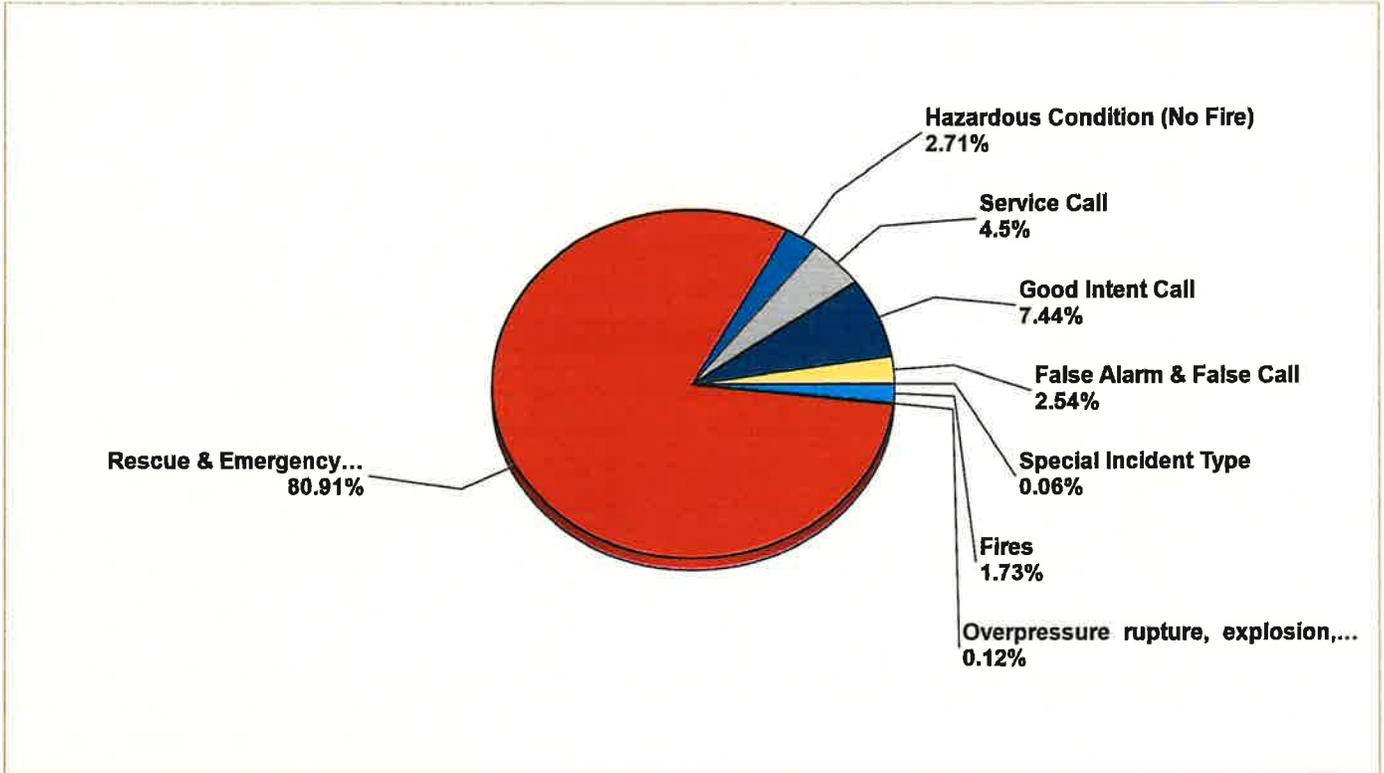


Lampasas, TX

This report was generated on 1/2/2025 7:57:27 AM

## Breakdown by Major Incident Types for Date Range

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



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	30	1.73%
Overpressure rupture, explosion, overheating - no fire	2	0.12%
Rescue & Emergency Medical Service	1403	80.91%
Hazardous Condition (No Fire)	47	2.71%
Service Call	78	4.5%
Good Intent Call	129	7.44%
False Alarm & False Call	44	2.54%
Special Incident Type	1	0.06%
<b>TOTAL</b>	<b>1734</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.



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Page # 1 of 3

**Detailed Breakdown by Incident Type**

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	5	0.29%
112 - Fires in structure other than in a building	1	0.06%
113 - Cooking fire, confined to container	1	0.06%
131 - Passenger vehicle fire	6	0.35%
132 - Road freight or transport vehicle fire	1	0.06%
138 - Off-road vehicle or heavy equipment fire	1	0.06%
140 - Natural vegetation fire, other	2	0.12%
142 - Brush or brush-and-grass mixture fire	3	0.17%
143 - Grass fire	5	0.29%
150 - Outside rubbish fire, other	2	0.12%
151 - Outside rubbish, trash or waste fire	1	0.06%
154 - Dumpster or other outside trash receptacle fire	1	0.06%
160 - Special outside fire, other	1	0.06%
243 - Fireworks explosion (no fire)	1	0.06%
251 - Excessive heat, scorch burns with no ignition	1	0.06%
300 - Rescue, EMS incident, other	2	0.12%
311 - Medical assist, assist EMS crew	1280	73.82%
321 - EMS call, excluding vehicle accident with injury	3	0.17%
322 - Motor vehicle accident with injuries	37	2.13%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0.17%
324 - Motor vehicle accident with no injuries.	72	4.15%
356 - High-angle rescue	1	0.06%
363 - Swift water rescue	4	0.23%
381 - Rescue or EMS standby	1	0.06%
411 - Gasoline or other flammable liquid spill	3	0.17%
412 - Gas leak (natural gas or LPG)	26	1.5%
424 - Carbon monoxide incident	4	0.23%
440 - Electrical wiring/equipment problem, other	5	0.29%
441 - Heat from short circuit (wiring), defective/worn	1	0.06%
444 - Power line down	3	0.17%
445 - Arcing, shorted electrical equipment	3	0.17%
460 - Accident, potential accident, other	1	0.06%
480 - Attempted burning, illegal action, other	1	0.06%
500 - Service Call, other	5	0.29%
510 - Person in distress, other	2	0.12%
511 - Lock-out	2	0.12%
512 - Ring or jewelry removal	2	0.12%
521 - Water evacuation	1	0.06%
531 - Smoke or odor removal	3	0.17%
541 - Animal problem	1	0.06%
542 - Animal rescue	4	0.23%
550 - Public service assistance, other	3	0.17%
551 - Assist police or other governmental agency	9	0.52%
553 - Public service	20	1.15%
554 - Assist invalid	6	0.35%
561 - Unauthorized burning	20	1.15%
600 - Good intent call, other	2	0.12%
611 - Dispatched & cancelled en route	99	5.71%
622 - No incident found on arrival at dispatch address	8	0.46%
631 - Authorized controlled burning	5	0.29%
632 - Prescribed fire	1	0.06%
651 - Smoke scare, odor of smoke	9	0.52%
652 - Steam, vapor, fog or dust thought to be smoke	2	0.12%
653 - Smoke from barbecue, tar kettle	1	0.06%
671 - HazMat release investigation w/no HazMat	2	0.12%

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



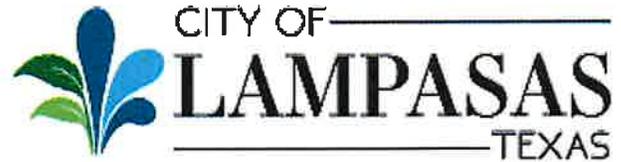
**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
700 - False alarm or false call, other	10	0.58%
710 - Malicious, mischievous false call, other	1	0.06%
711 - Municipal alarm system, malicious false alarm	1	0.06%
721 - Bomb scare - no bomb	1	0.06%
730 - System malfunction, other	1	0.06%
732 - Extinguishing system activation due to malfunction	2	0.12%
733 - Smoke detector activation due to malfunction	1	0.06%
735 - Alarm system sounded due to malfunction	7	0.4%
740 - Unintentional transmission of alarm, other	1	0.06%
743 - Smoke detector activation, no fire - unintentional	7	0.4%
745 - Alarm system activation, no fire - unintentional	10	0.58%
746 - Carbon monoxide detector activation, no CO	2	0.12%
911 - Citizen complaint	1	0.06%
<b>TOTAL INCIDENTS:</b>	<b>1734</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



To: Chris Eicher, Parks & Recreation Director  
From: Lupe Charping, Parks Secretary  
Date: January 16, 2025  
Re: Monthly Report – December 2024

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## Parks & Recreation

### Brief Monthly Overview – Parks & Recreation

Lupe Charping, Parks Secretary

- Attended meetings with Parks, Parks Facilities, and Cemetery supervisors
- Processed all Purchase orders for Parks, Parks Facilities, Cemetery
- Answered all inquiries regarding Airport, Parks Facilities, Parks, Cemetery
- Created and posted the agenda for the Airport advisory meeting
- Attended and took minutes for the Airport Advisory meeting held on December 8, 2024
- Order supplies for Parks, Cemetery, and Parks Facilities
- Accepted reservations for Campbell Pavilion
- Managed all special event requests
- Managed event calendars for Parks facilities and Parks
- Assisted with various ongoing projects
- Followed up with vendors regarding invoices
- Worked closely with Parks, Parks Facilities, and Cemetery to help meet their needs
- Assist with monthly reports
- Reviewed time and attendance

# Memo

To: Chris Eicher  
From: Steven Knowlton  
Date: January 16, 2025  
Re: Monthly Report – December 2024

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## Sports Facilities

### Brief Monthly Overview – Sports Facilities

#### Weekly Activities

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

#### Service, Maintenance

- Winterized all restrooms
- Took cutting units from turf mower to shop in Marble Falls
- Took SCAG mower to shop for repair
- Picked up two 6” Hymaxes from a shop in Killeen
- Picked up cutting units from a shop in Marble Falls

#### Goodrich Tennis Courts

- Mowed, edged, and cut mulched
- Trimmed trees and blew off tennis courts
- Cleaned concrete after heavy rainfall

#### Gavin Garrett Soccer Complex

- Picked up and installed sod on field #5
- Irrigated fields (2x)
- Mowed/mulched leaves
- Dug out irrigation leak
- Dug hole, installed two Hymaxes, tested and buried them

#### Turner Complex

- Edged, cut and mowed complex
- Cut down tree
- Herbicide the infields
- Fumigated concession stand
- Replaced the knob on the concession stand door

#### 580 Sports Complex

- Removed rocks and brush from the area behind the 580 shop, dug holes, and filled them with concrete. Installed and filled deer feeder
- Cut down trees, and hauled mesquite wood to Parks shop
- Raked playground and exercise machine areas
- Picked up trash along FM580 in front of park

# Memo



To: Chris Eicher, Parks and Recreation Director  
From: Jessie Acosta  
Date: January 16, 2025  
RE: Monthly Report-December, 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 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

- Inspect and repair (as needed) Christmas lights and displays in Brook Park (daily)
- Prepare and decorate parks truck, utility cart, and sleigh trailer to use during the parade
- Assist Christmas on the Creek Association with preparing and gathering supplies for Christmas on the Creek event
- Use topsoil to level ground along sidewalks at Campbell Park
- Use base material to improve maintenance access at Gavin Garrett Complex
- Mow and mulch leaves at Hancock Complex
- Install new sod around the perimeter of Brook & Campbell restrooms
- Mow and trim Campbell Park, Hanna Springs Pool, and Avenue A properties
- Assist the IT department in installing an equipment cabinet for a security camera at Campbell Pavilion
- Apply City of Lampasas decals on trash barrels for use during special events
- Trim and edge around the City Hall complex
- Cleanout and organize supplies in the pump room at Hana Springs pool
- Improve parking area at Parks shop
- Vehicle and equipment maintenance as needed
- Rake and level mulch at Brook and Sueann playgrounds
- Blow off sidewalks and gazebos in all parks as needed
- Push mow and trim Library Park. Rake, bag and dispose of the leaves (2x)
- Trim and mow around Parks Shop
- Clean Park shop, restroom, breakroom (weekly)

# Memo



To: Chris Eicher  
From: Jacob Rivera  
Date: January 16, 2025  
Re: Monthly Report- December, 2024

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## Cemetery

### Brief Monthly Overview – Cemetery

- Weekly reports
- Edged Block 7
- Mowed EAST section for 2 services
- Logged reports of death/site sales
- Sifted dirt (x4)
- Picked up limbs
- Edged block 6,7
- Filled sunken graves
- Walked PCA and PCB for fallen vases and blown away flowers
- Filled sunken hole on PCA
- Cleaned trash and old flowers on 3B
- Moved a small headstone for customer
- Mowed nonperpetual alleys
- Reset fallen headstone on Block 3 fence line
- Edged East side potters
- Edged and mowed 3B
- Dig/clean funeral area for services
- Marked area for headstones
- Prepared for funerals
- Assisted customers with future site purchases
- Verified graves for funeral home
- Repaired broken vases
- Picked up debris
- Researched grave for family

**Memo**

To: Erin Corbell, City Manager  
From: Monica Wright, Director of Information Systems  
Date: Tuesday, January 7, 2025  
Re: December Monthly Report



**Information  
Systems**

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

IT Service Tickets	198
Facebook Followers	8,578
Twitter Followers	805
Instagram Followers	907
Website Page Views	36,795

**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	54	Software Applications	30+
CC Reader	8	Security Cameras	34	CradlePoint Routers	20
Time Clock	4	WatchGuard Dock	8		

**December Projects Completed:**

- Attended CJIS Awareness training monthly chat webinars
- Reviewed CJIS changes/plan for compliance
- Ordered/configured/installed replacement Library TV mini PC
- Configured/replaced (1) WWW tablet/activate Verizon SIM
- Obtained quote for WatchGuard ThreatSync+ and Advanced EPDR
- Obtained quote for (7) Council Ipads with and without cellular service
- Library Cybrarian software testing
- Configured/installed (13) Library patron PCs
- Configured/installed Cybrarian software on (13) Library Patron PCs
- Obtained quote for replacement WWW tablet/ordered
- Obtained quote for additional WWW mini pc/ordered
- Configured/replaced City Hall switch that failed
- Obtained quote from Millers to convert IT Building lights to LED
- Setup recording for TCEQ workshops at Calvert Building
- Assisted Finance Department with signature block
- Incode v.9 problems/worked with Incode

**January Projected Projects:**

- Attend CJIS Awareness training monthly chat webinars
- Obtain quote for (2) replacement PD Toughbooks/order
- Obtain quote for (15) Microsoft Office 2024 STD licenses/order
- Build out replacement pc for Parks-Sec
- Configure/install replacement WWW tablet/activate SIM
- Configure/install WWW mini PC
- Configure/replace (4) replacement EOL switches at IT & PD
- Configure/install WatchGuard AuthPoint software on PD PC's
- Configure/install (1) replacement Unifi NVR
- Configure/install replacement IT Dept file server
- Configure/install security camera at Golf maintenance shop
- Schedule simulated CJIS audit with staff and TSM Consulting
- Obtain quote for (10) replacement PCs/order
- Work with vendor and staff to prepare CJIS audit documents

- Demo AT&T phone solution with staff – AT&T Office@Hand software solution
- Deactivate network/email user accounts for employees leaving/archive their documents/emails
- Upgrade OS on all PCs/laptops to Windows 11 OS

### **FY 2024/2025 Budgeted Projects:**

- Configure/install (4) replacement PCs at W/WW *(completed)*
- Configure/install security camera at Cemetery *(completed)*
- Obtain quote/configure (2) W/WW Toughbook tablet w/ eSIM *(completed)*
- Configure/install (13) Library patron PCs *(completed)*
- Configure/install Cybrarian software on (13) Library Patron PCs *(completed)*
- Obtain quote (7) Council Ipads *(completed)*
- Motorola License Plate Reader (LPR) software install on PD PCs *(completed)*
- Configure/replace (1) EOL switches at City Hall *(completed)*
- Obtain quote/order (15) Microsoft Office 2021 STD licenses *(completed)*
- Configure/install WatchGuard AuthPoint software on PD PC's *(in progress)*
- Configure/replace (2) EOL switches at PD *(in progress)*
- Configure/replace (2) EOL switches at IT Building *(in progress)*
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks *(in progress)*
- Terminate (13) network cables at PD for security cameras
- Configure/install (13) security cameras at Police Department
- Configure/install (4) security cameras at City Hall
- Nextlink internet service at Parks 580 Sports Complex
- Configure/install security camera at Golf maintenance shop
- Obtain quotes/configure/replace (10) desktop PCs
- Configure/install (1) Ubiquiti NVR for security cameras
- Configure/install replacement IT Dept file server
- Configure/install security cameras at Parks facilities
- Migrate AT&T copper phone lines to digital with Office@Hand software
- FY 24-25 Budget projections
- FY 25-26 Proposed Budget
- Migrate Windows 10 VM server to Windows 11
- Migrate Windows 10 desktop PCs to Windows 11
- Migrate Windows 10 tablets to Windows to Windows 11
- Deploy City wide cyber security training for all employees/report to State DIR
- Dispose of outdated/broken technology items
- CJIS Security Audit (FY 24-25)

### **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:**

- Replace (2) FD Laptops (EOL) (FY 25-26)
- Replace (7) Library Laptops (EOL) (FY 25-26)
- Replace (3) Electric Laptops (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
- Replace FD security cameras (FY 25-26)
- 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)
- Replace IT Building Mini Split (FY 25-26)

## MEMO:

To: Erin Corbell, City Manager  
From: Kris Morin, Golf Course Manager  
cc: City Council Members  
Date: January 7, 2025  
Re: Monthly Report, December 2024

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- Weekly mowing and maintenance procedures performed on an as needed basis on the golf course
  - Down to once, if not every other week, due to cooler nighttime temperatures
- Vertical mowing has stopped due to cooler temperatures
- Light Topdressing (Dusting) of all greens
  - With the cooler temperatures, grass growth has slowed down, but occasional light topdressing is still essential to aid in green smoothness
- Adjust irrigation run times for a winter program
- Monthly Application of turf pigment (PAR SC) to greens, fairways, and approaches is being implemented
  - Pigment retains heat, therefore gives the grass (in fairways and approaches) a “greener” appearance
- Monthly application of custom slow-release fertilizer (granular) tee boxes to aid in plant health for the overseeded areas
- A monthly application of root and soil enhancer
  - Hand watering is basically non-essential at this point 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, and allows maintenance staff time to focus on other duties
- Applied a 2<sup>nd</sup> application of pre-emerge herbicide to all greens to aid in preventing “winter weeds”
- Watering of Perennial Ryegrass has been adjusted to an as needed basis
- Blowing of fairways is being performed on a regular basis with the newly purchased Buffalo Blower; due to the number of trees throughout the course, this is essential to help with playability and aesthetics
- Applied sand to bad areas on the edges of greens to aid in recovery before winter dormancy
- Maintenance crew repaired several old irrigation heads, as the internals were worn, and the entire heads needed to be replaced

- Maintenance crew repaired several satellite boxes as they are becoming outdated, and circuit boards and breakers are starting to wear out
- Weather was much better during the month of December; however, we had a slightly slower month this year than we had in December 2023. We had an approximate decrease of 10% from 2023 to 2024.
  - December 2024 Greens Fee Totals = 695 Rounds (This does not include member play)
  - December 2023 Greens Fee Totals = 770 Rounds (This does not include member play)





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

Brief Monthly Overview of Department Employees:

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

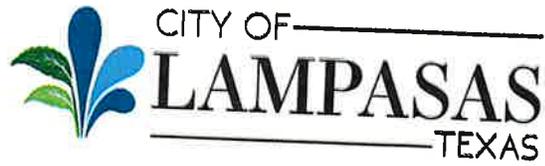
- Assisted the City Manager and Building Official with daily operations.
- Carol of Lights Parade
- Prepared and posted packet, attended and took minutes for the Planning Meeting on December 5<sup>th</sup> & 12<sup>th</sup>, 2024
- Prepared and posted packet, attended and took minutes for the December 9<sup>th</sup> City Council Meetings
- Prepared the CYSA Holiday Get-Together on December 10, 2024
- Attended and gathered materials for meeting with Frontier Waste Solutions to discuss transition on December 11, 2024
- Attended a Hill Country Chapter Meeting on December 13, 2024
- Posted packet, attended and took minutes for the LEDC Meeting December 18, 2024.
- Submitted Commercial Plan Sets to ICC for Third Party Review
- Attend and assist with Hostess House Rehabilitation meeting updates and deliverables.
- 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**

*(During Mrs. Stanley's absence the following duties are being handed by Mrs. Sims, City Secretary)*

- 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
- Prepared Cemetery Deeds and filed with County
- Handled Waste Connections Inquiries

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To: Mayor and Council

From: Erin Corbell

Re: Manager's Report

Date: January 24, 2025

LCWCID

The Lampasas County Water Control and Improvement District #1 will be hosting a Sulphur Creek Flood Control Seminar on February 3<sup>rd</sup> from 6-8 pm at the Old Middle School Cafeteria, where the District will be providing a history of flood control dams, their benefit to the City and possible future needs.

Region G

Staff recently submitted water strategies for the Region G 2026 Water Plan, outlining current contracts, current studies and possible future projects for consideration. These strategies are vital for potential future projects with the Texas Water Development Board.

Water for Texas

CM will be attending the Water for Texas conference in Austin on January 28<sup>th</sup> and 29<sup>th</sup>. The agenda promises a wide variety of water topics driving innovative water use, acquisition and reclamation in the future.

Election

Just a reminder that the filing period for the five council seats is open and packets are available in the City Secretary's office. The deadline for filing is February 14<sup>th</sup>.

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

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**Subject:**

Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 3, 2025 General Election

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: January 22, 2025

For the Agenda of: January 27, 2025

**Procurement and Funding Statement:**

\$5,961.18 Estimated cost (See Exhibit C of Attached Agreement); Budgeted Funding: \$10,000.00

Attachments: Contract for Election Services

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**Summary Statement:**

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

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

Extended hours, 7:00 a.m. – 7:00 p.m. will be offered on Tuesday, April 29, 2025.

**Recommendation:**

To consider a motion to approve the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 3, 2025 General Election and authorize the City Manager to execute the related document.

**CONTRACT FOR ELECTION SERVICES**  
**BETWEEN**  
**LAMPASAS COUNTY, TEXAS**  
**AND**  
**THE CITY OF LAMPASAS, TEXAS**  
**FOR THE May 3, 2025 LOCAL ELECTION**

**THIS CONTRACT** is made and entered into by and between the County of Lampasas, Texas, Elections Administrator acting as its agent, hereinafter referred to as “Contracting Officer,” and the individual Local Political Subdivision - the City of Lampasas, Texas, Election Official acting as its agent, hereinafter referred to as “the LPS,” pursuant to the authority under Section 31.092(a) of the Texas Election Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties to this contract agree to the following with regard to coordination, supervision, and conducting of the LPS’s **May 3, 2025** General Election (“the election”).

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

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

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

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

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

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

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

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

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

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

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

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

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

**H. Election Equipment.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**P. Recount.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **III. ELECTION WORKERS**

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

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

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

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

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

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

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

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

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

#### **IV. PAYMENT**

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

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

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

**C. Billing.**

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

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

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

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

**V. GENERAL PROVISIONS**

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

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

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

**B. Joint Election.**

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

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

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

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

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

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

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

*For the Contracting Officer:*

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

*For the LPS Election Official:*

Becky Sims  
City Secretary  
City of Lamparas  
312 E. Third Street  
Lamparas, TX 76550  
Tel: (512) 556-6831  
Fax: (512) 556-8083  
Email: [bsims@cityoflamparas.com](mailto:bsims@cityoflamparas.com)

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

By: \_\_\_\_\_  
Mark Bishop  
Elections Administrator  
Lamparas County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

By: \_\_\_\_\_  
Erin Corbell  
City Manager  
City of Lamparas

**Exhibit A**

**May 3, 2025 LOCAL ELECTION  
City of Lampasas, Texas  
Lampasas County, Texas**

**Early Voting Locations and Hours**

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

Monday, April 21, 2025	8:00 am - 5:00 pm
Tuesday, April 22, 2025	8:00am - 5:00pm
Wednesday, April 23, 2025	8:00am - 5:00pm
Thursday, April 24, 2025	8:00am - 5:00pm
Friday, April 25, 2025	8:00am - 5:00pm
Monday, April 28, 2025	8:00am - 5:00pm
Tuesday, April 29, 2025	7:00am - 7:00pm

**Exhibit B**

**May 3, 2025 LOCAL ELECTION**

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

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

**EXHIBIT C**

<b>Election Cost Estimate: May 3, 2025 Election Services CONTRACT</b>			
<b>City of Lampasas (Based on two entities)</b>			
<b>SUPPLIES and EXPENSES</b>		<b>Cost</b>	<b>Entity</b>
SUPPLY COSTS - MISC OFFICE SUPPLIES (Envelopes, copying, letterhead, pens, pencils, misc office supplies)		\$50.00	\$25.00
ELECTION SUPPLIES (forms, voter information, provisional and mail ballot supplies, combination forms, equipment desk reference, judge handbook, sample ballots)		50.00	25.00
Logic and Accuracy Testing		50.00	25.00
LAT Notice Publication		150.00	75.00
<b>BALLOT PRODUCTION - ES&amp;S</b>		<b>3800.00</b>	<b>1900.00</b>
Ballot By Mail 100 x \$7.50		750.00	375.00
Expressvote Ballot Card Stock 2000 x .25		500.00	250.00
<b>EQUIPMENT -- Shared with Lampasas ISD, Lampasas City -- 2 entities</b>			
<i>EARLY VOTING - 7 days</i>			
DS200 Scanner	<i>7 days x 1 unit x \$50 per day</i>	350.00	175.00
ExpressVote BMD Terminal	<i>7 days x 5 units x \$50 per day</i>	1750.00	875.00
ExpressPoll Tablet	<i>7 days x 1 unit x \$50 per day</i>	350.00	175.00
<i>ELECTION DAY – Elections Office</i>			
DS200 Scanner	<i>1 unit x \$50 per day</i>	50.00	25.00
ExpressVote BMD Terminal	<i>5 units x \$50 per day</i>	250.00	125.00
ExpressPoll Tablet	<i>1 unit x \$50 per day</i>	50.00	25.00
<i>ELECTION DAY – Kempner Fire Station</i>			
DS200 Scanner	<i>1 unit x \$50 per day</i>	50.00	25.00
ExpressVote BMD Terminal	<i>4 unit x \$50 per day</i>	200.00	100.00

ExpressPoll Tablet	<i>1 unit x \$50 per day</i>	50.00	25.00
DS200 Used for Ballots By Mail	<i>1 unit x \$50 per day</i>	50.00	25.00
<b>PAYROLL</b>			
EARLY VOTING - Elections Office	<i>125 hrs. x \$10.00</i>	1250.00	625.00
ELECTION DAY - Lampasas location - 1 Judge	<i>1 judge x \$11.00 per hr. x 14 hrs</i>	154.00	77.00
ELECTION DAY - Lampasas Fee to deliver equipment	<i>N/A</i>	0.00	0.00
ELECTION DAY - Lampasas location - 2 Clerks	<i>2 clerks x \$10.00 per hr.x 13 hrs</i>	260.00	130.00
ELECTION DAY - Kempner Fire Station - 1 Judge	<i>1 judge x \$11.00 per hr. x 14.5 hrs</i>	159.50	79.75
ELECTION DAY - Kempner Fire Station Fee to deliver equipment	<i>1 judge x \$25.00</i>	25.00	12.50
ELECTION DAY - Kempner Fire Station location - 2 Clerks	<i>2 clerks x \$10.00 per hr.x 13 hrs</i>	260.00	130.00
ELECTION DAY - Counting station	<i>3 clerks x \$10.00 per hr. x 3 hrs</i>	90.00	45.00
ELECTION DAY - Assistance and Technical Support		50.00	25.00
Early Voting Ballot Board - 1 judge, 1 alternate judge, 1 clerk ( <i>provisional and ballots by mail</i> )	<i>3 workers x \$10.00 per hr x 3 hr</i>	90.00	45.00
<b>SUBTOTAL</b>		\$10,838.50	\$5,419.25
10% ADMINISTRATIVE FEE			541.93
<b>GRAND TOTAL - PAYABLE TO LAMPASAS COUNTY ELECTIONS ADMINISTRATOR</b>			<b>\$5,961.18</b>

**EXHIBIT D**

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

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EC  
City Manager

ITEM NO. 7.2

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

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**Subject:**

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

Requested By: Erin Corbell, City Manager

Submitted By: Erin Corbell, City Manager

Date Submitted: January 22, 2025

For the Agenda of: January 27, 2025

**Procurement and Funding Statement:**

N/A

Attachments: Resolution

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**Summary Statement:**

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

**Recommendation:**

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

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

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

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

**WHEREAS**, the **City of Lampasas** has determined that it would be to its best interest to have such a voting member on the Central Texas Water Supply Corporation Board of Directors and does desire to have such a Board Member elected on the April 22, 2025, meeting by the members of Central Texas Water Supply Corporation.

**NOWTHEREFORE**, be it resolved by the City Council of the City of Lampasas that Erin Corbell, City Manager be and is hereby nominated for election to the Board of Directors of Central Texas Water Supply Corporation on the April 22, 2025, meeting of the members of Central Texas Water Supply Corporation.

This Resolution passed by the City Council of the City of Lampasas on January 27, 2025.

Signed: \_\_\_\_\_  
Herb Pearce, Mayor

ATTEST:

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

City of Lampasas  
Name of the Water System or City

# CENTRAL TEXAS WATER SUPPLY CORPORATION

## CONFLICT-OF-INTEREST POLICY

March 20, 2018

**PART 1. CONFLICT OF INTEREST DEFINED:**

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

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

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

**PART II. DEFINITIONS:**

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

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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 to approve the purchase of two John Deere mowers for the Parks Department in an amount not to exceed \$26,378.04.

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

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

**Date Submitted:** January 24, 2025

**For the Agenda of:** January 27, 2025

**Procurement and Funding Statement:**

Additional funding is available in line item 10-514-5264 Recreation Programming and line item 10-514-5215 Chemicals and Botanicals.

**Attachments: Invoices**

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**Summary Statement:**

Council approved the purchase of two John Deere mowers during the FY24/25 budget cycle in an amount not to exceed \$10,000.00 per mower. The mowers were purchased in January with each costing \$13,189.02. Staff is asking for Council consideration to approve the purchase of the two mowers and to ratify the budgeted amount by \$6,378.04.

**Recommendation:**

To consider a motion to approve the purchase of two John Deere mowers in the amount of \$26,378.04.



# Invoice

Remittance Address:  
 Deere & Company  
 Ag & Turf SABD & Government Sales  
 21748 Network Place  
 Chicago, IL 60673-1217  
 Phone: 800-358-5010, option 1  
 Email: GNSAcctg@JohnDeere.com

**Bill To: 2071063**

City of Lampasas  
 Parks Facilities Department  
 312 E 3rd St  
 Lampasas TX 76550-2820

**Ship To: 4008884**

City Of Lampasas  
 2351 W FM 580  
 Lampasas TX 76550

**Information**

Invoice Number 117707992  
 Invoice Date 01/09/2025  
 Invoice Due Date 02/09/2025  
 Payment Terms Net 30 Days  
 Purchase Order No. 00113363  
 Reference# 3561129  
 Sold To 2071063  
 Servicing Dealer 000S048391  
 JD FID No. 36-2382580

**Invoice Details**

Item	Material	Description	Qty/Wt	Unit Price	Amount
0010	2234TC	Z960M ZTrak Contract Description:TX Buyboard 706-23 Serial Number: 1TC960MGHRS140073	1 PC	15,809.00	15,809.00
0040	1505	60 In. Mulch On Demand Mower Deck Contract Description:TX Buyboard 706-23	1 PC	1,100.00	1,100.00
				Items total.....	16,909.00
				MSRP% Discount	3,719.98-
				Tax Amount.....	0.00
				<b>TOTAL</b>	<b>13,189.02</b>
					Pay This Amount

**When paying by check, please reference Invoice Number above.  
 Payment must be made to the remittance address listed above.**

**Payment should not be made to a dealership or any other remittance addr.  
 To pay by credit card, please contact us at 1-800-358-5010 option 1.**

The above items are sold according to the terms on the face and reverse side hereof, including those limiting warranties and sellers liabilities, any federal, state or city sales or use taxes are to be paid by purchaser. The above goods are made in accordance with the Fair Labor Standard Act of 1938, as amended, proof of delivery must be requested within sixty days of invoice date.



JOHN DEERE

# Invoice

Remittance Address:  
 Deere & Company  
 Ag & Turf SABD & Government Sales  
 21748 Network Place  
 Chicago, IL 60673-1217  
 Phone: 800-358-5010, option 1  
 Email: GNSAcctg@JohnDeere.com

**Bill To: 2071063**

City of Lampasas  
 Parks Department  
 312 E 3rd St  
 Lampasas TX 76550-2820

**Ship To: 4008883**

City Of Lampasas  
 Parks Department  
 803 S Spring St  
 Lampasas TX 76550-7655

**Information**

Invoice Number	117708002
Invoice Date	01/09/2025
Invoice Due Date	02/09/2025
Payment Terms	Net 30 Days
Purchase Order No.	00113364
Reference#	3562863
Sold To	2071063
Servicing Dealer	000S048391
JD FID No.	36-2382580

**Invoice Details**

Item	Material	Description	Qty/Wt	Unit Price	Amount
0010	2234TC	Z960M ZTrak Contract Description:TX Buyboard 706-23 Serial Number: 1TC960MGARS140071	1 PC	15,809.00	15,809.00
0040	1505	60 In. Mulch On Demand Mower Deck Contract Description:TX Buyboard 706-23	1 PC	1,100.00	1,100.00
Items total.....					16,909.00
MSRP% Discount					3,719.98-
Tax Amount.....					0.00
TOTAL					13,189.02
					Pay This Amount

**When paying by check, please reference Invoice Number above.**  
**Payment must be made to the remittance address listed above.**  
**Payment should not be made to a dealership or any other remittance addr.**  
**To pay by credit card, please contact us at 1-800-358-5010 option 1.**

The above items are sold according to the terms on the face and reverse side hereof, including those limiting warranties and sellers liabilities, any federal, state or city sales or use taxes are to be paid by purchaser. The above goods are made in accordance with the Fair Labor Standard Act of 1938, as amended, proof of delivery must be requested within sixty days of invoice date.

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

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**Subject:**

Discuss and consider approval of the second reading of a resolution approving a Lampasas Economic Development Corporation (“LEDC”) Life Safety Grant for D&MT Investments, L.P. in the amount of \$20,000.

Requested By: Erin Corbell, City Manager

Submitted By: Erin Corbell, City Manager

Date Submitted: January 10, 2025

For the Agenda of: January 27, 2025

**Procurement and Funding Statement:**

LEDC has budgeted \$60,000 for Economic Development Programs, to include the Life Safety Grant Program. This grant is fully covered by budgeted funds.

Attachments: Resolution

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**Summary Statement:**

This item was discussed at the January 13, 2025 City Council.

**Recommendation:**

To consider a motion to approve the second reading of a Resolution for a Lampasas Economic Development Corporation Life Safety Grant in the amount of \$20,000 for D&MT Investments.

**RESOLUTION NO 2025-3**

**A RESOLUTION OF THE CITY OF LAMPASAS, TEXAS, APPROVING A LIFE SAFETY GRANT FROM THE LAMPASAS ECONOMIC DEVELOPMENT CORPORATION TO D&MT INVESTMENTS, L.P., FOR INSTALLATION OF FIRE SUPPRESSION EQUIPMENT; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, the Lampasas Economic Development Corporation (“EDC”) is a Type B Economic Development Corporation, organized and operated pursuant to Chapters 501, 502, and 505, Texas Local Government Code (the “LGC”); and

**WHEREAS**, LGC §505.158 requires that a Type B Corporation authorized by a city with a population of 20,000 or less that approves a project requiring an expenditure of \$10,000 or more may not undertake the project until the governing body of the city adopts a resolution authorizing the project after at least two (2) separate readings of the resolution by the municipality’s governing body; and

**WHEREAS**, LGC §505.158(a) defines an authorized “project” for a Type B Economic Development Corporation created by a city with a population of 20,000 or less to include expenditures found by the Type B corporation’s board of directors to ‘promote new or expanded business development’ in the municipality; and

**WHEREAS**, on March 9, 2020, the City Council of the City of Lampasas approved, upon a second reading of the applicable Resolution, the creation of an ‘EDC Life Safety Grant Program’ thereby authorizing use of EDC funds for that stated purpose, and providing for the ongoing administration of the program by EDC; and

**WHEREAS**, on or about May 15, 2024, the EDC’s Board of Directors approved a Life Safety Grant Program application, submitted to the EDC by D&MT Investments, L.P., in an amount not to exceed \$20,000; and

**WHEREAS**, on December 18, 2024, the EDC Board of Director held the public hearing for the project as required by per LGC §505.159; and

**WHEREAS**, the City Council finds that the action authorized by this Resolution is in furtherance of the public interest, for the good government, peace, order, trade and commerce of the City and is, thus, necessary and proper for carrying out the authority granted by the City’s Home Rule Charter and Texas Statutes to the City and the EDC;

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

**PART I.** The City Council hereby finds that the statements set forth in the above Recitals are true and correct and the Council, hereby, incorporates all Recitals set forth above as part of this Resolution of the City of Lampasas, Texas.

**PART II.** A ‘Life Safety Grant’ in a total amount of \$20,000 (“Grant Funds”) is approved and authorized by the City, as granted by the EDC pursuant to its ongoing Program for same, to applicant D&MT Investments,

L.P., which Grant Funds are a reimbursement to D&MT Investments, L.P. solely for installation of fire suppression equipment in its facility/building located at 410 E 3<sup>rd</sup> Street in Lampasas, Texas.

**PART III.** The installation of the fire suppression equipment approved by the EDC, as set forth in the Grant Application, shall be 100% completed no later than May 1, 2025, (i.e., the “Completion Date”) at which time any/all Grant Funds not used for the purposes stipulated and approved by the EDC and the City, pursuant to this Resolution, shall be returned to the EDC within five (5) business days following the Completion Date, noted herein. Upon completion of the installation of the fire suppression equipment, an authorized representative of D&MT Investments, L.P. shall provide the EDC with written certification that the requirements of its Grant have been met, in all regards, and that all Grant Funds were expended solely for its Grant approved fire suppression equipment.

**PART IV.** This Resolution shall be and is hereby cumulative of all other resolutions of the City of Lampasas, Texas, and this Resolution shall not operate to repeal or affect any such other resolutions except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Resolution, in which event such conflicting provisions, if any, in such other resolution or resolutions are hereby repealed without further action by the City Council.

**PART V.** If any section, subsection, sentence, clause or phrase of this Resolution shall for any reason be held to invalid by an entity or agency with jurisdiction over same, then the invalidating action shall not affect the validity of the remaining portions of this Resolution.

**PART VI.** This Resolution shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council of the City of Lampasas, Texas, and upon approval thereof by the Mayor of the City of Lampasas, Texas, and publication hereof as prescribed by law.

**PASSED AND APPROVED** by the Lampasas City Council on the First Reading this the 13<sup>TH</sup> day of January, 2025.

**PASSED AND ADOPTED** by the Lampasas City Council on the Second Reading this the 27<sup>TH</sup> day of January, 2025.

**ADOPTED:**

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

ATTEST:

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

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EC  
City Manager

ITEM NO. 7.5

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

**Subject:**

Discussion, consideration and possible action regarding proposed Change Order for roof of Hostess House Renovation & Addition

**Requested By:** Erin Corbell, City Manager

**Submitted By:** Erin Corbell, City Manager

**Date Submitted:** January 24, 2025

**For the Agenda of:** January 27, 2025

**Procurement and Funding Statement:**

Sufficient funds exist in Fund 65- 2022 CO Issue to accommodate roofing expenditure. The estimated cost for full replacement of the roof is a \$43,807.59 addition to the costs of renovation.

**Attachments:**

**Summary Statement:**

To accommodate cost savings on Hostess House renovations, the original bid included new roofing for the addition to the property *only* in the amount of \$9,639.76. Through the renovation process, the architects and construction crews have identified failures in the existing roof system. The existing roofing is a wall panel type metal, with exposed fasteners.

If the existing profile is matched, the roofer will only grant a 5-6 year warranty. With a roof replacement, the roofer will grant a 20 year warranty.

**Recommendation:**

Direct staff as desired.



### **NEW ROOF ADDITION DEDUCTION LABOR MATERIALS**

1700 LF of Coil for 20 Sqs (\$340.00 per square) (\$340.00 X 20 SQS.)	\$6,800.00
150 LF of Hip and Ridge 10'-0" length @ \$26.00 (\$26.00 X 15 pieces)	\$390.00
210 LF of Drip Edge 10'-0" length @ \$5.98 (\$5.98 x 21 pieces)	\$125.58
20 LF of Headwall \$4.00 per LF	\$80.00
40 LF of Sidewall \$2.00 per LF	\$40.00
330 LF of Zee Bar 10'-0" length @ \$4.48 (\$4.48 x 33 pieces)	\$147.84
5 Rolls of Ice & Water Shield \$236.00 per roll (\$236.00 x 5 rolls)	\$1180.00
<b>LABOR AND MATERIALS</b>	<b>-\$8,763.42)</b>
<b>PROFIT</b>	<b>-\$876.34</b>
<b>TOTAL DEDUCTION</b>	<b>-\$9639.76)</b>

### **EXISTING ROOF DEMO AND NEW ROOF LABOR AND MATERIALS**

EXISTING Reno Roof demo labor	\$15,123.00
Additional scaffolding/Boom Lift Rental	\$3,474.35
3400 LF of Coil for 40 Sqs. (\$340.00 per square) (\$340.00 X 40 SQS.)	\$13,600.00
130 LF of Hip and Ridge 10'-0" length @ \$26.00 (\$26.00 X 13 pieces)	\$338.00
200 LF of Drip Edge 10'-0" length @ \$5.98 (\$5.98 x 20 pieces)	\$119.60
260 LF of Zee Bar 10'-0" length @ \$4.48 (\$4.48 x 26 pieces)	\$116.18
9 Rolls of Ice & Water Shield \$236.00 per roll (\$236.00 x 9 rolls)	\$2,124.00
4 Dektites \$199.00 each (\$199.00 x 4)	\$796.00
<b>LABOR AND MATERIALS</b>	<b>\$35,691.13</b>
<b>PROFIT</b>	<b>\$3,569.11</b>
<b>TOTAL ADD</b>	<b>\$39,260.24</b>



# WORK CHANGES PROPOSAL REQUEST No. 13

**Project:** Hostess House Renovation & Addition  
RA# 2108.4

**Owner:** City of Lampasas  
312 E3rd St  
Lampasas, TX 76550

**Architect:** Reliance Architecture, LLC  
12 Chisholm Trail  
Round Rock, TX 78618

**Contractor:** ASD Consultants, Inc.  
8210 N Interstate HWY 35 #200  
Round Rock, TX 78618



January 16, 2025

**Date of Issuance:** January 16, 2025

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within seven (7) days the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

## DESCRIPTION OF MODIFICATIONS:

- 1) Provide cost related to the FDC per revisions on CU100.
  - a. Provide stub out for remote FDC.
  - b. Provide entire remote FDC scope.
- 2) Provide cost for entire existing roof replacement to match our Specification Section 07 61 13.
  - a. Cost for new section with underlayment
  - b. Cost for removal of existing roofing system to top of roof deck. Provide cost for adding new underlayment and new roofing at existing roof area per Specification Section 07 61 13.

## ATTACHMENTS:

- 1) CU100

REQUESTED BY THE ARCHITECT:

\_\_\_\_\_  
(Signature)

Kimberly Thompson, Reliance Architecture

(Printed name and title)



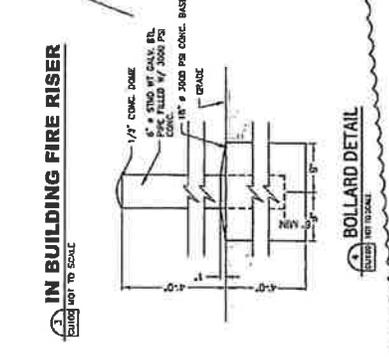
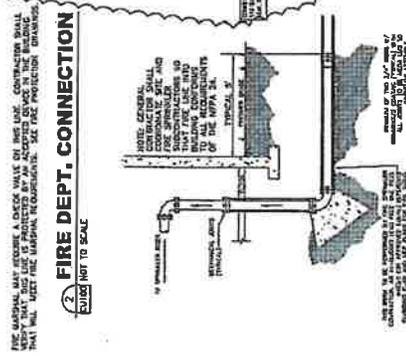
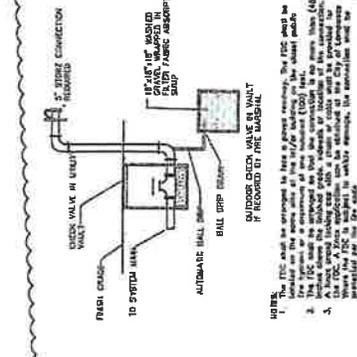
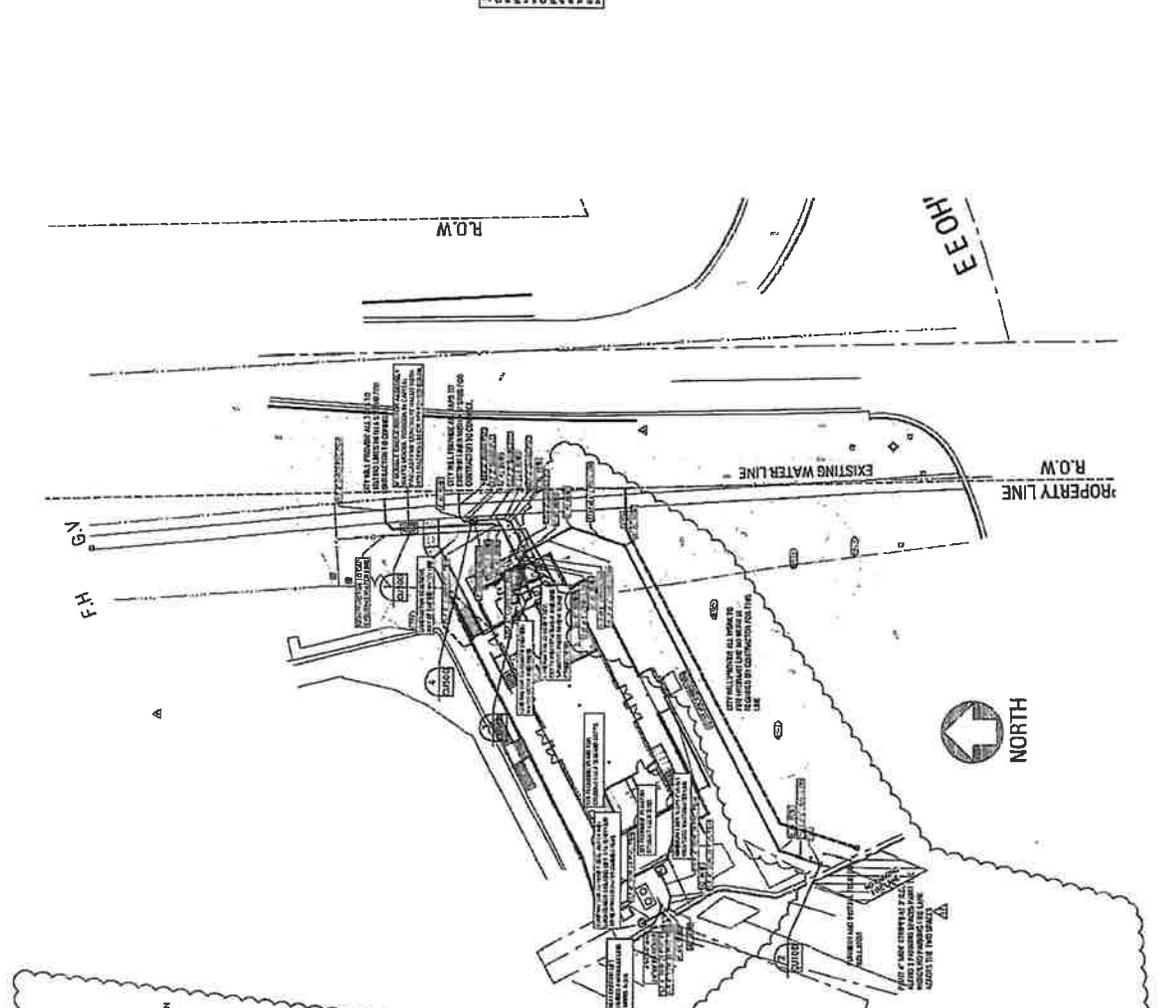
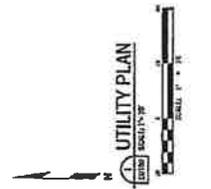
**NOTE:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF LOMPAS AND THE CALIFORNIA DEPARTMENT OF WATER RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CALIFORNIA DEPARTMENT OF WATER RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CALIFORNIA DEPARTMENT OF WATER RESOURCES.

<b>CONTRACTOR:</b>	CONTRACT NO. 2103
<b>DATE:</b>	2/28/2024
<b>PROJECT:</b>	UTILITY PLAN
<b>SCALE:</b>	AS SHOWN
<b>DESIGNED BY:</b>	DATE: 1/15/2024
<b>CHECKED BY:</b>	DATE: 1/15/2024
<b>APPROVED BY:</b>	DATE: 1/15/2024
<b>PROJECT LOCATION:</b>	DATE: 1/15/2024
<b>PROJECT DESCRIPTION:</b>	DATE: 1/15/2024



City of Lompas  
 1408 US-101 Lompas, CA 95250  
 Hostess House Renovation & Addition

UTILITY PLAN  
 2103  
 2/28/2024  
**CU100**



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City Manager

ITEM NO. ~~7.6~~

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

**Subject:**

Discussion, consideration and possible action regarding Change Order 4 for structural changes, electrical power study upgrades, structural & architectural changes, fire department connection and sheetrock demo in the amount of \$62,457.43.

**Requested By:** Erin Corbell, City Manager

**Submitted By:** Erin Corbell, City Manager

**Date Submitted:** January 24, 2025

**For the Agenda of:** January 27, 2025

**Procurement and Funding Statement:**

The majority of the funding for this change order is covered by the contracted contingency funds for the project. However, the total amount exceeds the contracted amount by \$14,601.10. There are sufficient funds in Fund 65 to cover the expense.

**Attachments:**

**Summary Statement:**

Change Order 4, submitted by ASD Consultants on November 7, 2024, and approved for consideration by the City of Lampasas on January 9, 2025 by Reliance Architecture, totals \$62,457.43. It includes \$23,018.66 for Structural Changes, \$12,006.99 for Electrical Power Study Upgrades, \$24,944.36 for Structural & Architectural Changes, \$249.31 for Fire Department Connection, and \$2,238.11 for Sheetrock Demo.

Additionally, Change Order 4 recognizes a substantial completion date of July 25, 2025, for all work outside of electrical changes, which requests an October 31, 2025, completion date. Contractor does believe that work will be completed significantly prior to this date, however.

**Recommendation:**

Staff recommends approving Change Order 4 in the amount of \$62,457.43.

# AIA® Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Hostess House Renovation & Addition 1406 US Hwy 281 Lampasas, TX 76550	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: July 01, 2024	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 004 Date: 11/7/24
<b>OWNER:</b> <i>(Name and address)</i> City of Lampasas 312 E. 3 <sup>rd</sup> St. Lampasas, TX 76550	<b>ARCHITECT:</b> <i>(Name and address)</i> Reliance Architecture 12 Chisolm Trail, Suite 200 Round Rock, TX 78681	<b>CONTRACTOR:</b> <i>(Name and address)</i> ASD Consultants, Inc. P.O. Box 180052 Austin, TX 78753

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

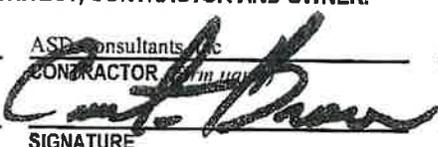
- PR #5 Rev2 - Structural Changes - \$23,018.66
- PR #6 - Electrical Power Study Upgrades - \$12,006.99
- PR #7 - Structural & Architectural Changes - \$24,944.36
- PR #8 - Fire Dept. Connection - \$249.31
- PR #9 -Sheetrock Demo - \$2,238.11

The original Contract Sum was	\$ 2,212,950.00
The net change by previously authorized Change Orders	\$ 57,143.67
The Contract Sum prior to this Change Order was	\$ 2,270,093.67
The Contract Sum will be increased by this Change Order in the amount of	\$ 62,457.43
The new Contract Sum including this Change Order will be	\$ 2,332,551.10

The Contract Time will be increased by Zero (130) days.  
 The new date of Substantial Completion will be ~~1/16/25~~ **10/31/2025 for items delayed due to electrical changes**  
**07/25/2025 remains the date for all other work**

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Reliance Architecture ARCHITECT <i>(Firm name)</i>  SIGNATURE	ASD Consultants, Inc. CONTRACTOR <i>(Firm name)</i>  SIGNATURE	City of Lampasas OWNER <i>(Firm name)</i>  SIGNATURE
Kimberly Thompson, Proj. Architect PRINTED NAME AND TITLE January 9, 2025 DATE	Curtis Brown, President PRINTED NAME AND TITLE 11/7/24 DATE	  PRINTED NAME AND TITLE  DATE

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 User Notes:

(3B9ADA53)

Date: October 16, 2024  
 To: Kimberly Thompson  
 Reliance Architecture  
 Subject: STRUCTURAL CHANGES PR #5 REV #2

Item No.	Description	Added Days	Labor Cost	Material Cost	Equipment Cost	Sub-Contractor cost	Item Total
1	Architectural skim coat to the outside face of CMU wall under the new stair and paint to match adjacent stone finish.	1					\$2,800.00
1	Install new pre-finish flashing at top of wall. Color to match the paint						
2	a. Structural sheet S1.00 Delete specified footings						\$1,100.00
	b. New 4 x 8 stub columns installed adjacent to rotted existing 4 x 4 columns and the existing 4 x 6 beam shall be reinforced per detail 1xs-9	2					(\$300.00)
	c. Along gridline 12, the underpinning details 6 & 7/s4.01 have been revised to onsite conditions	1					\$1,850.00
	d. The specified HSS 6 x6 x 1/4 column at C & B has been downstized to an HSS 5 x 5 x 1/4 to match existing column dimensions						\$3,500.00
3	a. Structural Sheet S2.00. New 3-2 x 8 beams may be deleted from the scope						(\$15.00)
	b. New detail 1 xs-10 is issued to address the existing dbl. 2 x 8 beam splice at the deck corner						(\$400.00)
4	a. Structural Sheet S2.01. The W10 beams along gridline C and 10 has been revised to a W8 x 31	2					\$820.00
	b. The existing W6 x 15 along grid C between grids 10 & 11 and the W8 x 20 beam along grid 11 will remain which will reduce the scope.						\$320.00
5	a. Structural Sheet S4.00. See revised details 2, 8 and 10	1					(\$570.00)
6	Structural Sheet S4.01 See revisions to detail 6 and 7						\$4,398.00
7A	Elimination of 2x nailer on the steel beams which deviated from the existing structural drawings. To match the existing conditions steel angles have been added to top of beam connection at 2x joist framing						\$1,257.00
7B	Elimination of 2x nailer on the steel beams which deviated from the existing structural drawings. To match the existing conditions steel angles have been added to top of beam connection at 2x joist framing						(\$600.00)
	Sub-Total Of This PR	7				\$0.00	\$20,557.00
			1A	1B	1C		
PERCENT TOTALS							
2A	Payroll Taxes 25% of payroll item 1A		\$ -	25%			\$0.00
2B	Liability and Builders Risk Insurance 2% of total costs (Items 1A, 1B, 1C & 2A)		\$ 20,557.00	2%			\$411.14
	Work performed by contractor own forces 15% of the first \$10,000.00		\$ -	15%			\$0.00
	10% of the balance over \$10,000.00			10%			\$0.00
	The Contractor will be allowed the following mark-up on subcontracted Work being performed by forces other than Contractor's own employees of 10% of the first \$10,000.00		\$10,000.00	10%			\$1,000.00
	7.5% of the balance over \$10,000.00		\$10,968.14	7.5%			\$822.61
	Band		\$22,780.75	1.00%			\$227.91
	Total Of This Change Order:	7		Days			\$23,018.68

  
 ASD Consultants  
 Contractor  
 Curtis Brown, President  
 Contractor Rep. Title

Approved by:  
 Kimberly Thompson, Reliance Architecture  
 October 30, 2024



## WORK CHANGES PROPOSAL REQUEST No. 5-Rev2

**Project:** Hostess House Renovation & Addition  
RA# 2108.4

**Owner:** City of Lampasas  
312 E3rd St

**Architect:** Reliance Architecture, LLC  
12 Chisholm Trail  
Round Rock, TX 78618

**Contractor:** ASD Consultants, Inc.  
8210 N Interstate HWY 35 #200  
Round Rock, TX 78618



October 9, 2024

**Date of Issuance:** October 9, 2024

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within seven (7) days the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

### DESCRIPTION OF MODIFICATIONS:

- 1) **ARCHITECTURAL:** At sheet A7.11, a note has been added to provide skim coat to outside face of CMU wall under new stairs and for paint to match adjacent stone finish. Note has been added to provide pre-finished flashing to match paint color.
- 2) **STRUCTURAL:** At sheet S1.00:
  - a. The specified footings may be deleted from the scope if they are existing. ASD to verify this condition.
  - b. New 4x8 stub columns shall be installed adjacent to rotted existing 4x4 columns and the existing 4x6 beam shall be reinforced per detail **1/XS-9**.
  - c. Along gridline 12, the underpinning details 6 & 7/S4.01 have been revised to address on site conditions. Details 11 & 12/S4.01 have been added to clarify retaining wall termination at each end.
  - d. The specified HSS 6x6x1/4 column at C&8 has been downsized to an HSS 5x5x1/4 to match existing column dimensions. **1/XS-1**.
- 3) **STRUCTURAL:** At sheet S2.00:
  - a. The specified new 3- 2x8 beams may be deleted from the scope if existing 3-2x12 and 3-2x10 (shown) exists at these locations. ASD to field verify this condition.
  - b. New detail **1/XS-10** is issued to address the existing dbl. 2x8 beam splice at the deck corner.
- 4) **STRUCTURAL:** At sheet S2.01:
  - a. The W10 beams along gridline C and 10 has been revised to a W8x31 and repositioned to allow for MEP work. The existing 2x10 floor joist system will remain intact which will reduce scope.
  - b. The existing W6x15 along grid c between grids 10 & 11 and the W6x20 beam along grid 11 will remain which will reduce scope. Corresponding details 1/XS-2, 1/XS-3, 8/S4.00, & 10/S4.00 have been revised accordingly.
- 5) **STRUCTURAL:** At sheet S4.00:
  - a. See revised details 2, 8 and 10.
- 6) **STRUCTURAL:** At sheet S4.01:
  - a. See revisions to detail 6 and 7.
- 7) **STRUCTURAL:** The following sketches show the elimination of the 2x naller on the steel beams which deviated from the existing structural drawings. To match existing conditions, angle steel has been added to top of beam to allow connection to 2x joist framing.
  - a. See XS-2, XS-3, XS-4.

**ATTACHMENTS:**

ARCHITECTURAL: A7.11

STRUCTURAL: S1.00, S2.00, S2.01, S4.00, S4.01, XS-1, XS-2, XS-3, XS-4, XS-9, XS-10

---

**REQUESTED BY THE ARCHITECT:**

---

*(Signature)*

Kimberly Thompson, Reliance Architecture  
*(Printed name and title)*

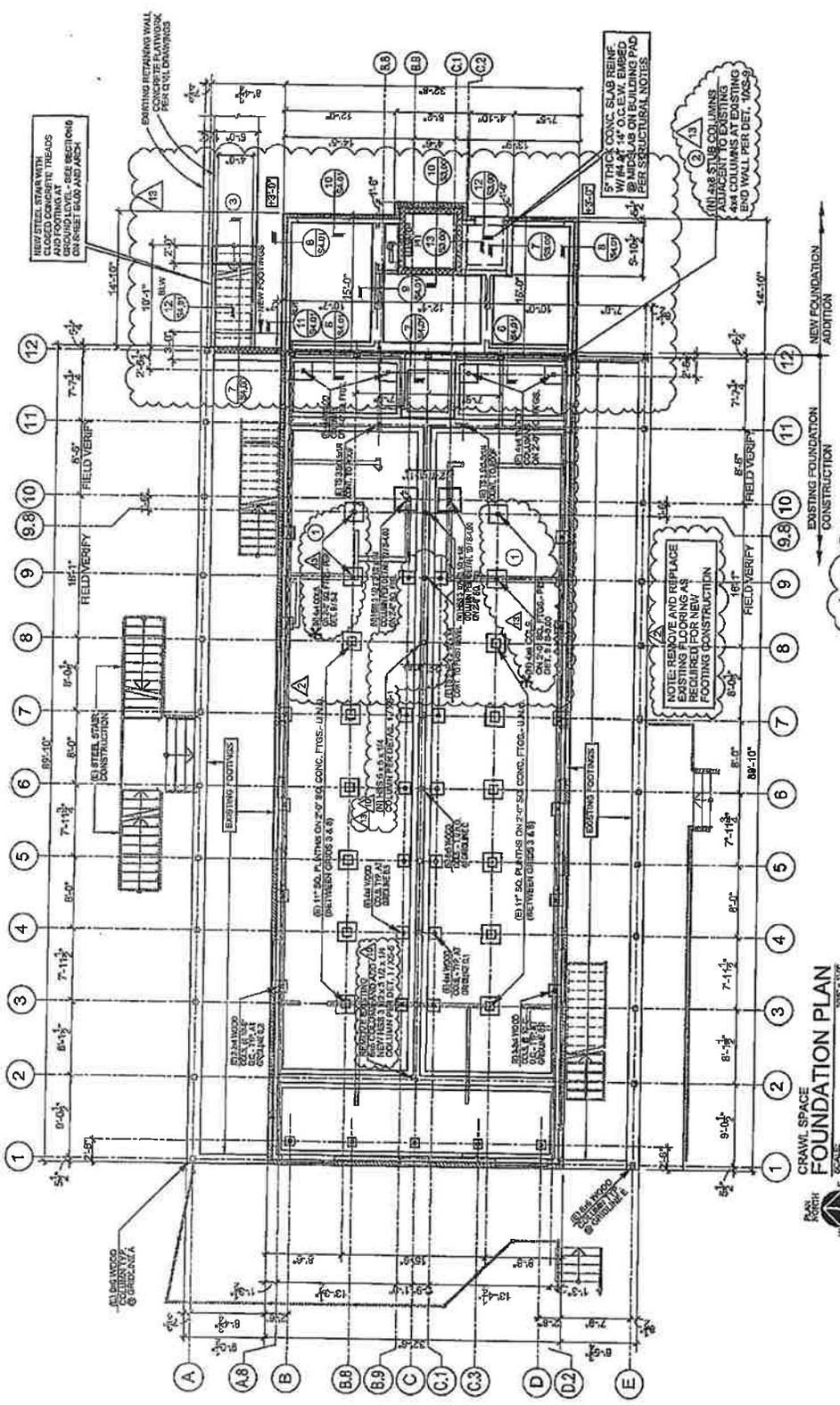


**LOC Structural**  
 Structural Engineer  
 License No. 12522  
 12000 N. Loop West, Suite 1000  
 Houston, Texas 77028

Sheet Number: 101S  
 Date: 01/20/24  
 Project Number: 221021

City of Lampasas  
 Hostess House Renovation & Addition  
 1400 US-201 Lampasas, Texas

**Professional Engineer**  
 License No. 12522  
 12000 N. Loop West, Suite 1000  
 Houston, Texas 77028



**CRAWL SPACE FOUNDATION PLAN**  
 SCALE: 3/8" = 1'-0"

- NOTES:**
1. VERIFY ALL DIMENSIONS, COLUMNS, ELECTRICAL, AND MEASUREMENTS WITH ARCHITECTURAL DRAWINGS.
  2. SEE SHEET S-10 FOR STRUCTURAL NOTES.
  3. G.C. SHALL VERIFY DIMENSIONS WITH ARCHITECTURAL DRAWINGS AND NOTIFY ENGINEER PRIOR TO CONSTRUCTION.
  4. G.C. SHALL VERIFY ALL EXISTING CONSTRUCTION AND NOTIFY ENGINEER PRIOR TO CONSTRUCTION.
  5. VERIFY ALL DIMENSIONS WITH ARCHITECTURAL DRAWINGS AND NOTIFY ENGINEER PRIOR TO CONSTRUCTION.
  6. VERIFY ALL DIMENSIONS WITH ARCHITECTURAL DRAWINGS AND NOTIFY ENGINEER PRIOR TO CONSTRUCTION.
  7. SEE ARCHITECTURAL DRAWINGS FOR CONSTRUCTION PLANS.
  8. THE G.C. SHALL INSTALL AND REMOVE SHORING AS REQUIRED FOR THE FOUNDATION OF THE WORK. CONSULT WITH THE STRUCTURAL ENGINEER FOR SHORING DETAILS.
  9. NOTIFY LOC 24 HOURS PRIOR TO PLACEMENT OF CONCRETE FOR A VISUAL INSPECTION. FAILURE TO NOTIFY LOC FOR VISUAL INSPECTION SHALL NEGATE ANY LIABILITY FOR THE PERFORMANCE OF THE FOUNDATION DESIGN.

**\* NOTE: THESE FOUR FOOTINGS CAN BE OMITTED SCOPE ITEMS IF EXISTING FOOTINGS EXIST - FIELD VERIFY THIS CONDITION**

**NOTE: REMOVE AND REPLACE EXISTING FLOORING AS SHOWN FOR NEW FLOORING CONSTRUCTION**

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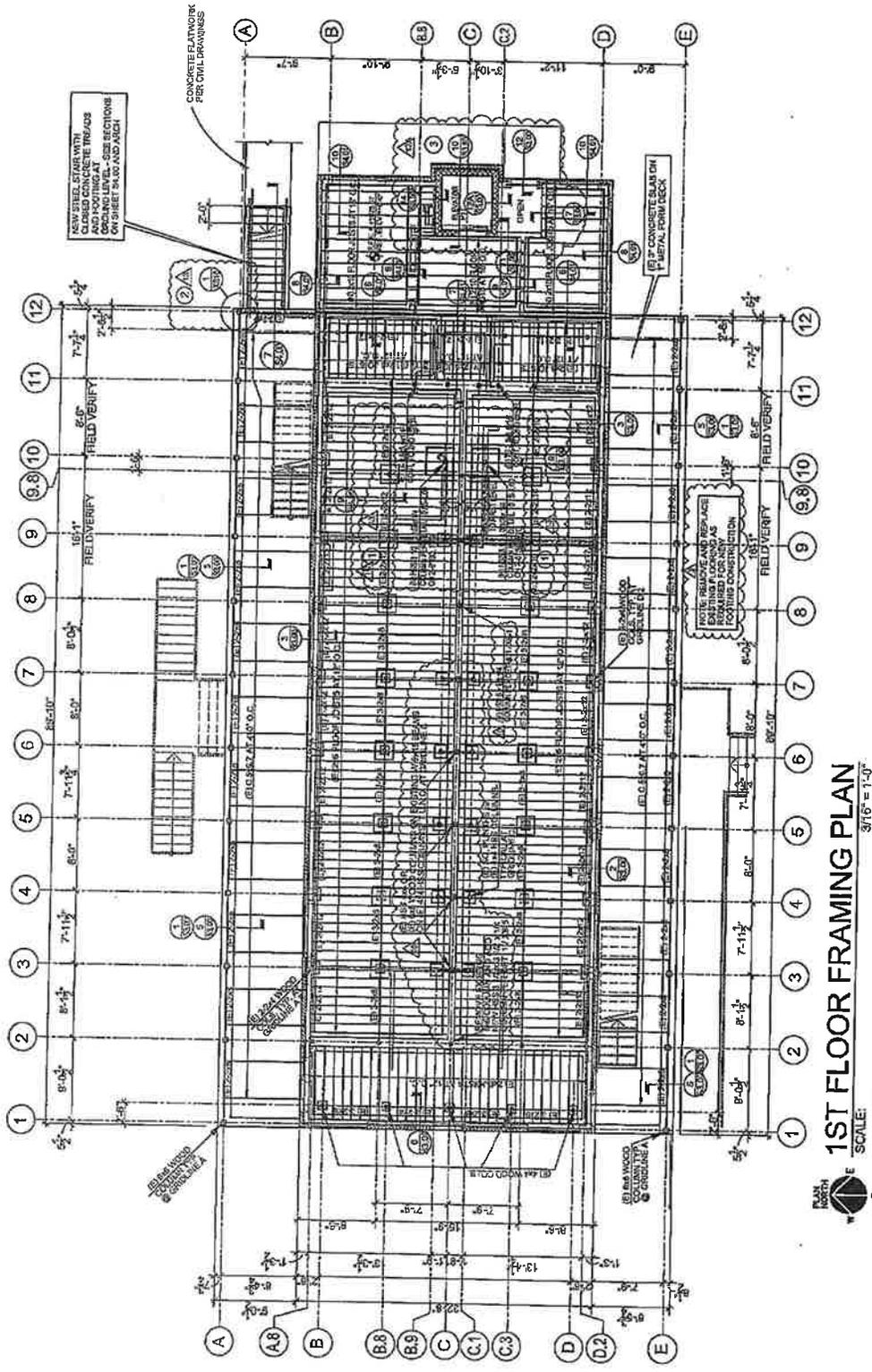
**NOTE: REMOVE AND REPLACE EXISTING FLOORING AS SHOWN FOR NEW FLOORING CONSTRUCTION**

**NOTE: REMOVE AND REPLACE EXISTING FLOORING AS SHOWN FOR NEW FLOORING CONSTRUCTION**

**NOTE: REMOVE AND REPLACE EXISTING FLOORING AS SHOWN FOR NEW FLOORING CONSTRUCTION**



**LOC Structural**  
 1500 West Loop West, Suite 1000  
 Houston, Texas 77027  
 Phone: 713.865.1234  
 Fax: 713.865.1235  
 www.locstructural.com



**1ST FLOOR FRAMING PLAN**  
 SCALE: 3/16" = 1'-0"

- PLAN NOTES:**
1. SEE SHEET S1.00 FOR STRUCTURAL NOTES.
  2. G.C. SHALL VERIFY DIMENSIONS WITH ARCHITECTURAL DRAWINGS AND SHALL NOTIFY ARCH/ENGR. OF DISCREPANCIES PRIOR TO CONSTRUCTION.
  3. G.C. SHALL FIELD VERIFY CONSTRUCTION INCLUDING DIMENSIONS WITH ARCHITECTURAL ARCH/ENGINEER OF DISCREPANCIES PRIOR TO CONSTRUCTION.
  4. SEE ARCHITECTURAL DRAWINGS FOR DEMOLITION PLANS.
  5. (N) INDICATES NEW CONSTRUCTION. (E) INDICATES EXISTING CONSTRUCTION TO REMAIN.
  6. THE G.C. SHALL INSTALL AND REMOVE SHORING AS REQUIRED FOR THE EXECUTION OF THE WORK. CONSULT WITH THE STRUCTURAL ENGINEER IF REQUIRED FOR ASSISTANCE.
  7. NOTIFY LOC WITHIN 96 HOURS FOR A FRAMING INSPECTION. NOTIFY LOC FOR A FRAMING INSPECTION SHALL NEGATE ANY LIABILITY FOR THE PERFORMANCE OF THE FRAMING DESIGN.



License No. 11127  
 State of Texas  
 Exp. 08/31/2024  
 Licensee Name: [Name]  
 License Type: [Type]

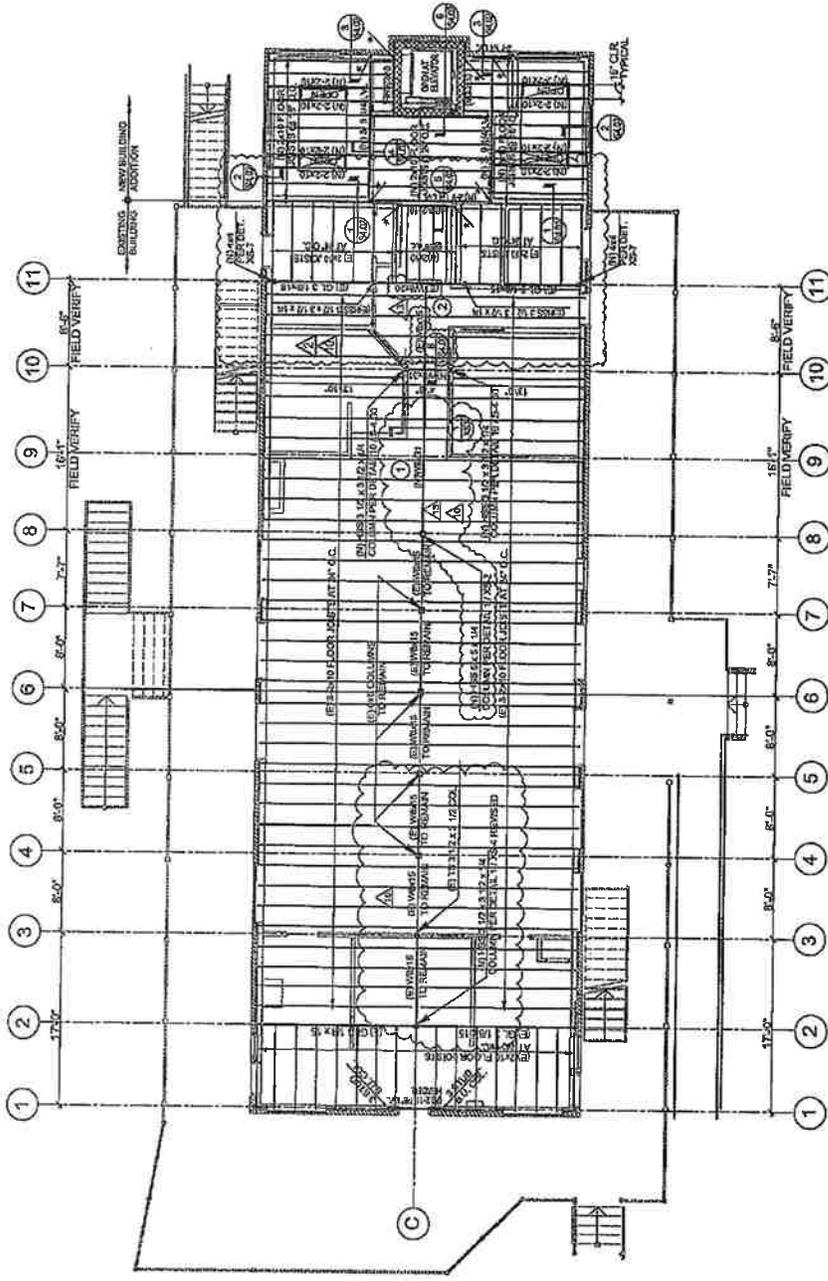


License No. 11127  
 State of Texas  
 Exp. 08/31/2024  
 Licensee Name: [Name]  
 License Type: [Type]

City of Lampasas  
 Hostess House Renovation & Addition  
 1408 US-281 Lampasas, Texas

Project Number: 21020  
 Date: 3/16/2024  
 Sheet Number: 4

**LOC Structural**  
 Structural Engineers  
 1203 West 10th Street  
 Lampasas, Texas 77937  
 Phone: 817-525-1234  
 Email: info@locstructural.com



**2ND FLOOR FRAMING PLAN**  
 SCALE: 3/16" = 1'-0"

PLAN NOTES:

1. SEE SHEET SS-00 FOR STRUCTURAL NOTES
2. G.C. SHALL VERIFY DIMENSIONS WITH ARCHITECTURAL DRAWINGS AND SHALL NOTIFY ARCH. ENGINEER OF DISCREPANCIES PRIOR TO CONSTRUCTION.
3. G.C. SHALL VERIFY ALL EXISTING CONSTRUCTION INCLUDING DIMENSIONS W/ SITE CONDITIONS AND NOTIFY ARCHITECTURAL ENGINEER OF DISCREPANCIES PRIOR TO CONSTRUCTION.
4. SEE ARCHITECTURAL DRAWINGS FOR DEMOLITION PLANS.
5. (N) INDICATES NEW CONSTRUCTION. (E) INDICATES EXISTING CONSTRUCTION TO REMAIN.
6. THE G.C. SHALL INSTALL AND REMOVE SHORING AS REQUIRED FOR THE EXECUTION OF THE WORK. CONSULT WITH THE STRUCTURAL ENGINEER IF REQUIRED FOR ASSISTANCE.
7. NOTIFY LOC WITHIN 30 HOURS FOR A FRAMING INSPECTION. FAILURE TO NOTIFY LOC FOR A FRAMING INSPECTION SHALL NEGATE ANY LIABILITY FOR THE PERFORMANCE OF THE FRAMING DESIGN.

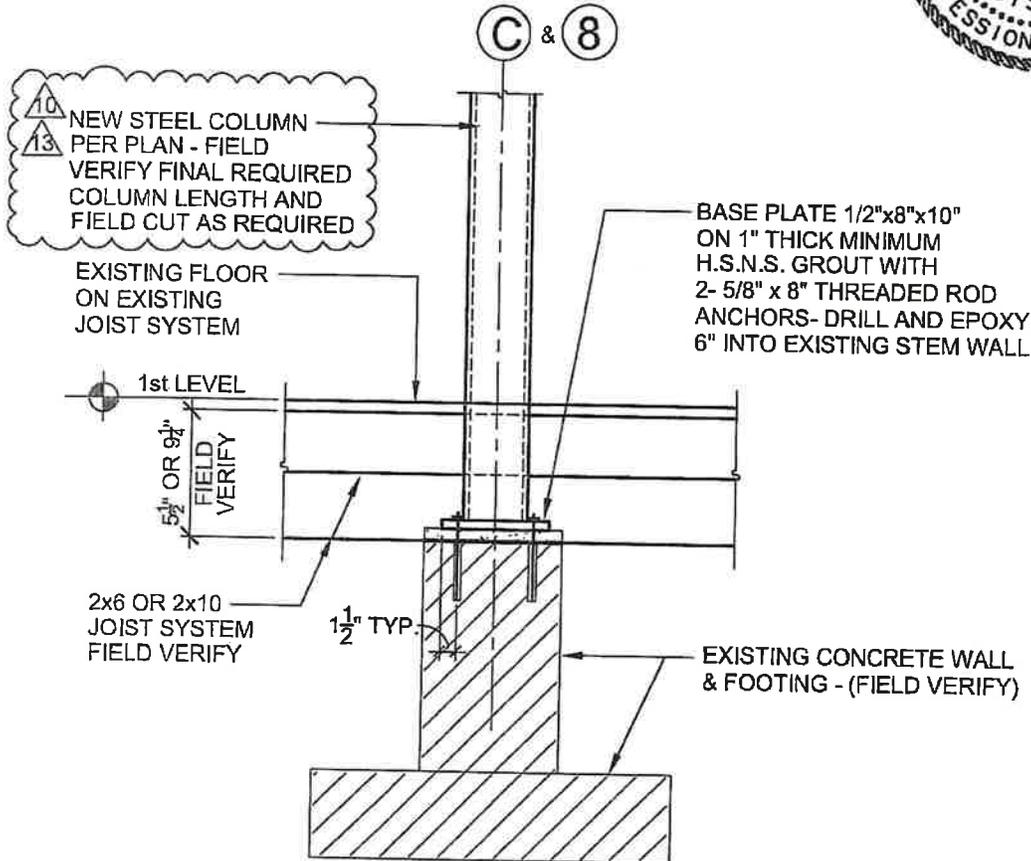




S21020



8-14-24



10  
13

**1** SCALE:  
3/4"=1'-0"

UPDATED  
10/3/24

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**LOC Structural**  
Structural Engineers  
Texas Registered Engineering Firm F23527  
1707B KINNEY AVE. Ph. (512) 499-0908  
AUSTIN TEXAS 78704 ferryl@locstructural.com

City of Lampasas  
**Hostess House Renovation & Addition**  
1406 US-281 Lampasas, Texas

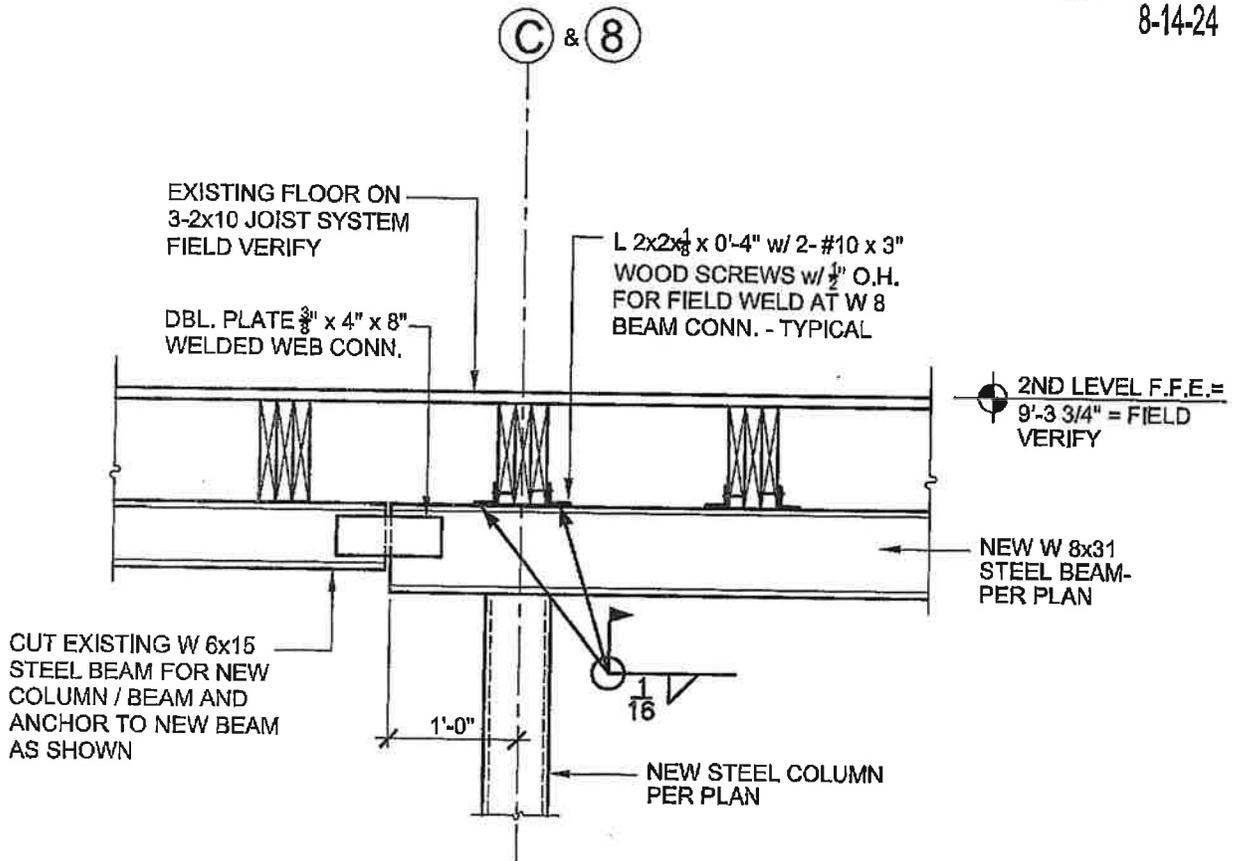
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8-14-24  
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CHECKED BY:  
T.O.

SHEET  
**XS-1**  
OF 1

S21020



8-14-24



10 13 17  
 1 SCALE: 3/4"=1'-0"  
 UPDATED 10/3/24 S4.02

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**LOC Structural**  
 Structural Engineers  
 Texas Registered Engineering Firm F23527  
 1707B KINNEY AVE. P.O. Box (512) 499-0908  
 AUSTIN TEXAS 78704 terry@locstructural.com

City of Lampasas  
 Hostess House Renovation & Addition  
 1406 US-281 Lampasas, Texas

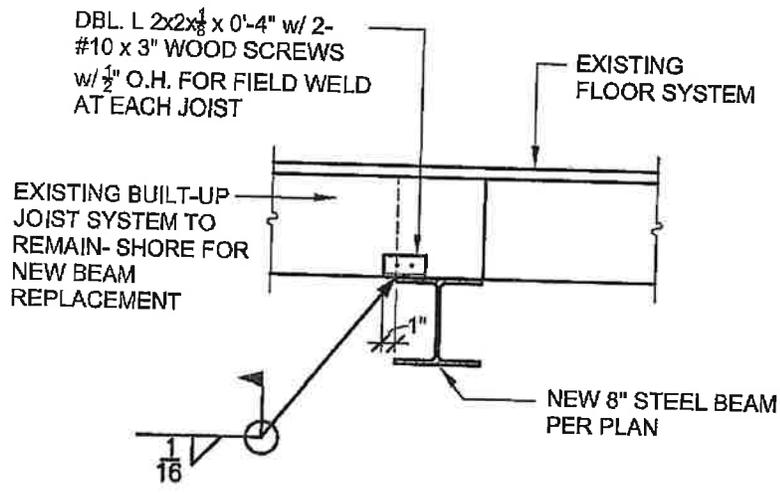
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SHEET XS-2  
 OF 2

S21020



8-14-24



1 SCALE:  
 3/4"=1'-0"  
 UPDATED  
 10/3/24

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**LOC Structural**  
 Structural Engineers  
 Texas Registered Engineering Firm F23527  
 1707B KINNEY AVE.  
 AUSTIN TEXAS 78704  
 Ph. (512) 498-0908  
 terry@locstructural.com

City of Lampasas  
 Hostess House Renovation & Addition  
 1406 US-281 Lampasas, Texas

DATE:  
 8-14-24  
 DRAWN BY:  
 PRD  
 CHECKED BY:  
 T.O.

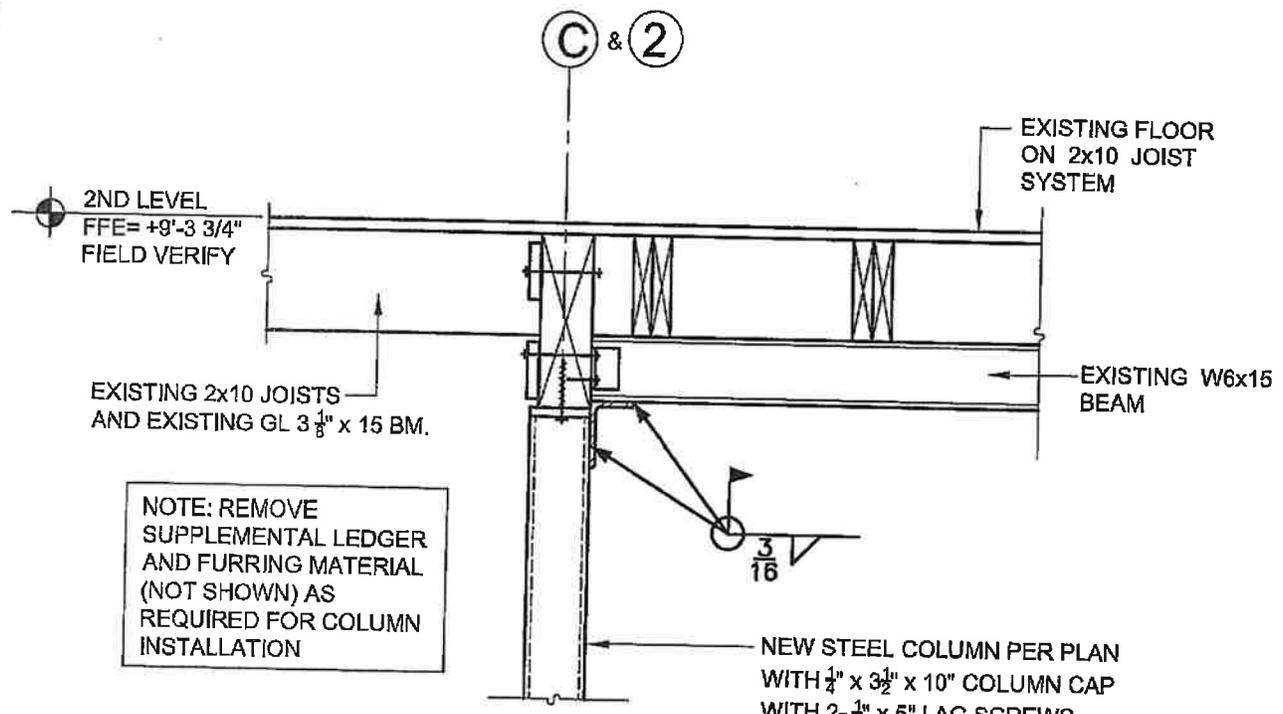
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**XS-3**  
 OF 3

S21020



8-14-24

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NOTE: REMOVE SUPPLEMENTAL LEDGER AND FURRING MATERIAL (NOT SHOWN) AS REQUIRED FOR COLUMN INSTALLATION

10  
13

**1** SCALE: 3/4"=1'-0"  
UPDATED 10/3/24

**LOC Structural**  
Structural Engineers  
Texas Registered Engineering Firm F23527  
1707B KINNEY AVE. Ph. (512) 499-0908  
AUSTIN TEXAS 78704 terry@locstructural.com

City of Lampasas  
**Hostess House Renovation & Addition**  
1406 US-281 Lampasas, Texas

DATE: 8-14-24  
DRAWN BY: PRD  
CHECKED BY: T.O.

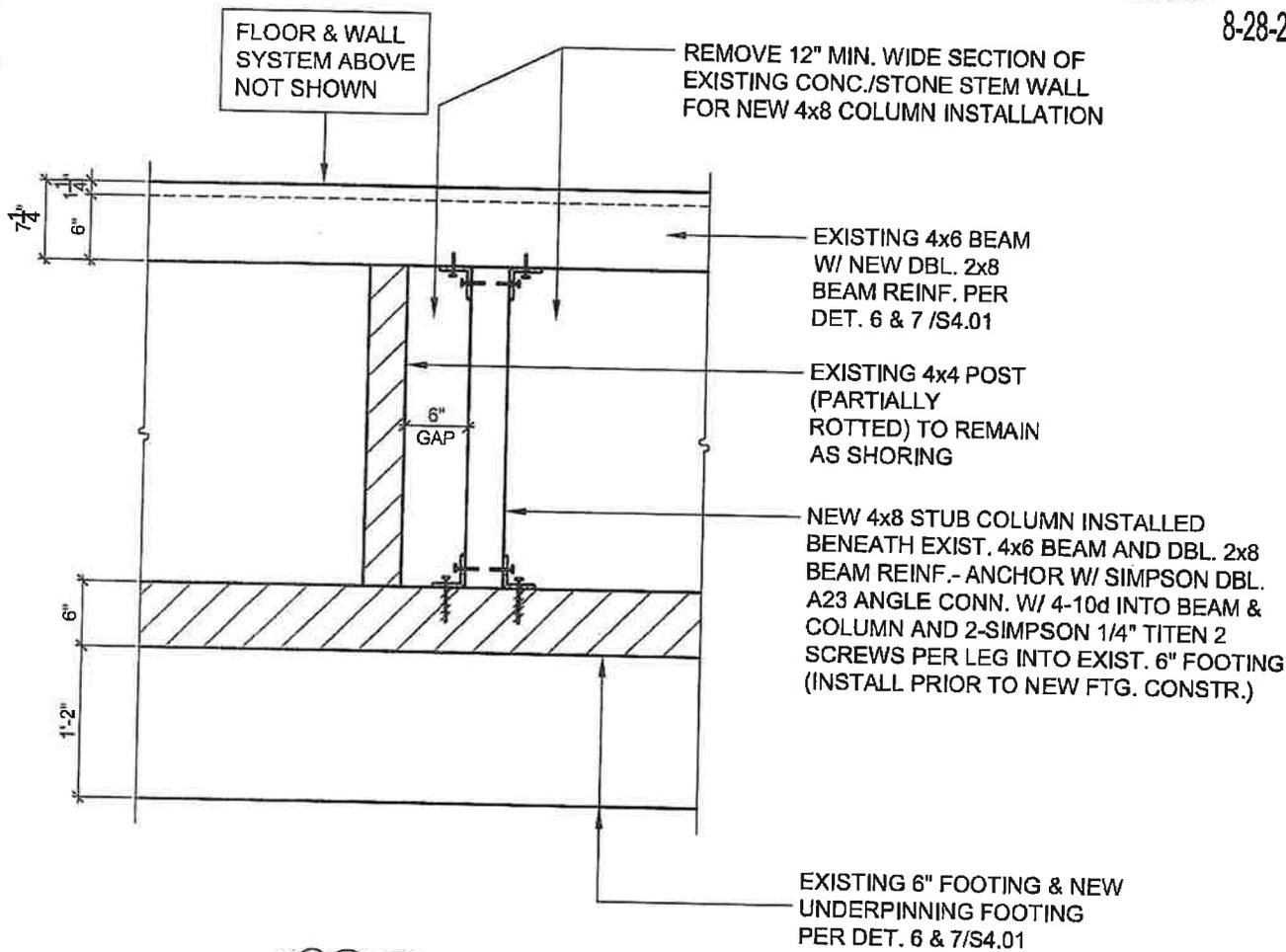
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OF 4

S21020



8-28-24

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13 1 SCALE: 3/4"=1'-0"

**LOC Structural**  
 Structural Engineers  
 Texas Registered Engineering Firm F23527  
 1707B KINNEY AVE. Ph. (512) 499-0908  
 AUSTIN TEXAS 78704 terry@locstructural.com

City of Lampasas  
 Hostess House Renovation & Addition  
 1406 US-281 Lampasas, Texas

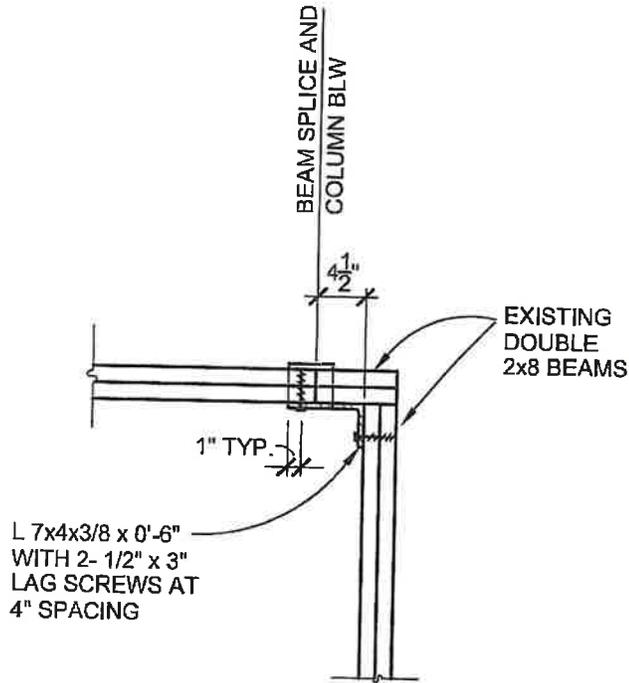
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 DRAWN BY: PRD  
 CHECKED BY: T.O.

SHEET XS-9 OF 9

S21020



8-28-24



PLAN VIEW

13 1 SCALE:  
3/4"=1'-0"

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**LOC Structural**  
Structural Engineers  
Texas Registered Engineering Firm F23527  
1707B KINNEY AVE. Ph. (512) 499-0908  
AUSTIN TEXAS 78704 ferry@locstructural.com

City of Lampasas  
Hostess House Renovation & Addition  
1406 US-281 Lampasas, Texas

DATE:  
9-16-24

DRAWN BY:  
PRD

CHECKED BY:  
T.O.

SHEET

**XS-10**

OF 10



Williams Trinity Electric  
TECL# 28449

Job Estimate  
10/25/2024

Description: The power study showed there needed to be upgrades to the busing and Ak rating along with upgrading the breaker AIC rating.

Then: MDP -- 10Ka rating  
10 AIC rating for breakers

Panel -- LA 225amp busing & lugs  
10Ka rating  
10 AIC rating for breakers

Panel -- LB 10Ka rating  
10AIC rating for breakers

Now: MDP -- 14Ka rating  
22 AIC rating for breakers

Panel -- LA 400amp busing & lugs  
14Ka rating  
22 AIC rating for breakers

Panel -- LB 14 Ka rating  
22AIC rating for breakers

**Cost: \$10,613.87**

Date: October 25, 2024

To: Kimberly Thompson  
Reliance Architecture

Subject: STRUCTURAL AND ARCHITECTURAL CHANGES PR #7

Item No.	Description	Added Days	Labor Cost	Material Cost	Equipment Cost	Sub-Contractor cost	Item Total
1	Revise door size to be 48" tall Door 102						\$200.00
2	Use Type X moisture Resistant Board at exterior wall location at existing building in lieu of Type X			3.75	2100 SF		\$7,770.00
3	Install batt Insulation to R-38 at the underside of the existing roof deck above second floor stage, storage, custodial and restroom areas				200 SF		\$580.00
4	Revise details 6 and 7 on sheet S4.01 to reflect updates to the footing/gradebeam at the end wall conditions						\$5,200.00
5	Modify existing header at through wall hood exhaust duct in Catering Kitchen per attached hand sketch SK-1		Includes shoring				\$1,034.00
6	Modify existing rot damaged framing at exterior Bride's Room wall attached hand sketch SK-2		Includes shoring				\$8,321.00
7	Modify ledger joist about existing steel beam at planum location above AHU-3 at ground floor Brides Room to accommodate duct passing through per the attached hand sketch SK-3						\$1,200.00
	Added Days	3					\$22,285.00

Sub-Total Of This PR		3				\$0.00	\$22,285.00
			1A	1B	1C		
PERCENT TOTALS							
2A	Payroll Taxes 25% of payroll item 1A		\$ -	25%			\$0.00
2B	Liability and Builders Risk Insurance 2% of total costs (Items 1A, 1B, 1C & 2A)		\$ 22,285.00	2%			\$445.70
	Work performed by contractor own forces 15% of the first \$10,000.00		\$ -	15%			\$0.00
	10% of the balance over \$10,000.00			10%			\$0.00
	The Contractor will be allowed the following mark-up on subcontracted Work being performed by forces other than Contractor's own employees of 10% of the first \$10,000.00		\$10,000.00	10%			\$1,000.00
	7.5% of the balance over \$10,000.00		\$12,730.70	7.5%			\$954.80
	Bond		\$25,885.50	1.00%			\$258.86
	Total Of This Change Order:	3	Days				\$24,944.36

  
 ASD Consultants Inc.  
 Contractor

Curtis Brown, President  
 Contractor Rep./Title

Approved by:  
 Kimberly Thompson, Reliance Architecture  
 October 31, 2024



# WORK CHANGES PROPOSAL REQUEST No. 7

**Project:** Hostess House Renovation & Addition  
RA# 2108.4

**Owner:** City of Lampasas  
312 E3rd St  
Lampasas, TX 76550

**Architect:** Reliance Architecture, LLC  
12 Chisholm Trail  
Round Rock, TX 78618

**Contractor:** ASD Consultants, Inc.  
8210 N Interstate HWY 35 #200  
Round Rock, TX 78618



October 17, 2024

**Date of Issuance:** October 17, 2024

Please submit an Itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within seven (7) days the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

## DESCRIPTION OF MODIFICATIONS:

- 1) ARCHITECTURAL: Revise door size to be 48" tall at Door 102. Refer to attached revised sheet A7.00.
- 2) ARCHITECTURAL: Use Type X Moisture Resistant board at exterior wall locations at existing building in lieu of Type X only due to no existing waterproofing or barrier at existing walls.
- 3) ARCHITECTURAL: Install batt insulation to R-38 at underside of existing roof deck above second floor stage, storage, custodial and restroom areas.
- 4) STRUCTURAL: Revised details 6 and 7 on Sheet S4.01 to reflect updates to the footing/gradebeam at the endwall conditions.
- 5) STRUCTURAL: Modify existing header at through wall hood exhaust duct in Catering Kitchen per attached hand sketch SK-1.
- 6) STRUCTURAL: Modify existing rot damaged framing at exterior Bride's Room wall per attached hand sketch SK-2.
- 7) STRUCTURAL: Modify ledger joist about existing steel beam at plenum location above AHU-3 at ground floor Brides Room to accommodate duct passing through per the attached hand sketch SK-3.

## ATTACHMENTS:

ARCHITECTURAL: A7.00

STRUCTURAL: S4.01, Hand sketches: SK-1, SK-2, SK-3

REQUESTED BY THE ARCHITECT:

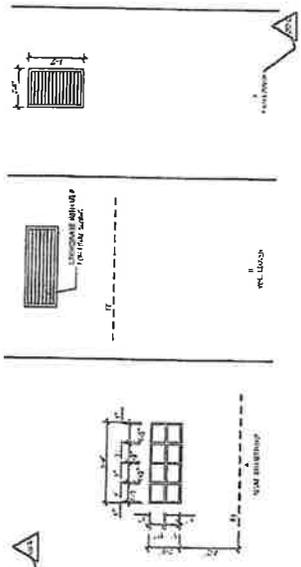
  
(Signature)

Kimberly Thompson, Reliance Architecture  
(Printed name and title)

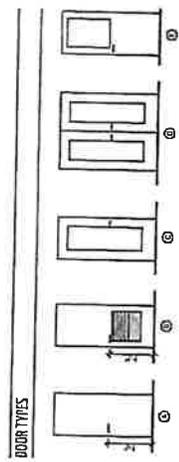
**GENERAL NOTES**

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.

**WINDOW TYPES**



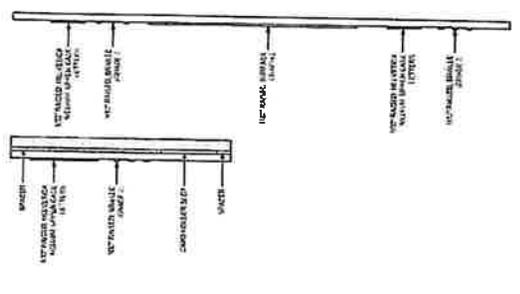
**DOOR TYPES**



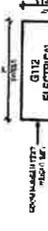
NO.	NAME	W	H	TYPE	FINISH	GLASS	SWING	MARKING	COMMENTS
101	AMBIERGE HALL	3'-0"	7'-0"	A	WOOD	None	None	101	
102	CAFETERIA KITCHEN	3'-0"	7'-0"	A	WOOD	None	None	102	
103	STORAGE	3'-0"	7'-0"	A	WOOD	None	None	103	
104	CLOSET	3'-0"	7'-0"	A	WOOD	None	None	104	
105	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	105	
106	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	106	
107	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	107	
108	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	108	
109	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	109	
110	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	110	
111	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	111	
112	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	112	
113	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	113	
114	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	114	
115	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	115	
116	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	116	
117	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	117	
118	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	118	
119	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	119	
120	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	120	
121	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	121	
122	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	122	
123	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	123	
124	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	124	
125	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	125	
126	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	126	
127	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	127	
128	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	128	
129	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	129	
130	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	130	
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132	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	132	
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137	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	137	
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143	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	143	
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145	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	145	
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147	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	147	
148	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	148	
149	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	149	
150	OFFICE	3'-0"	7'-0"	A	WOOD	None	None	150	

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.

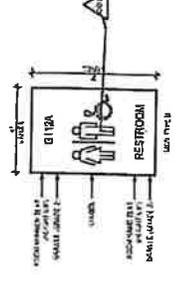
**3 PROJECTION**



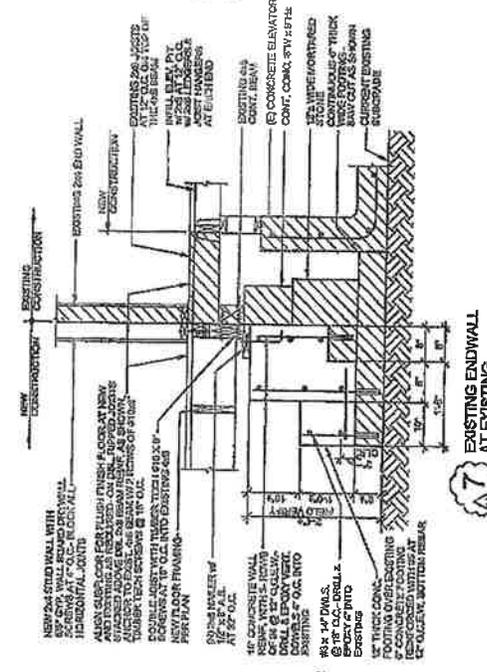
**1 SIGNAGE SECTIONS**



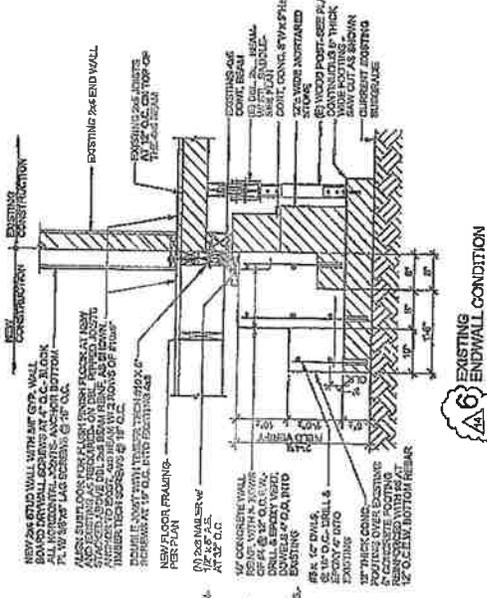
**2 INTERIOR SIGNAGE**



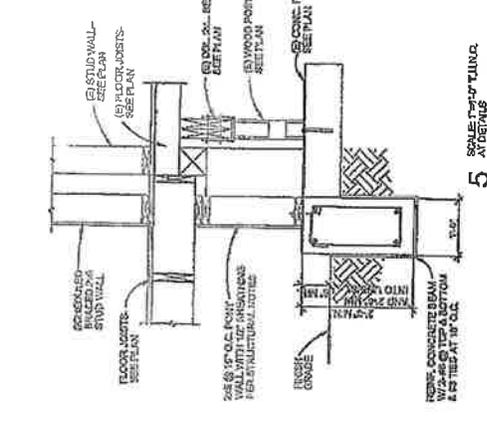
NO.	NAME	TYPE	OWNER	RESPONSIBLE	FINISH	MARKING	COMMENTS
101	AMBIERGE HALL	A	WOOD	None	None	101	
102	CAFETERIA KITCHEN	A	WOOD	None	None	102	
103	STORAGE	A	WOOD	None	None	103	
104	CLOSET	A	WOOD	None	None	104	
105	OFFICE	A	WOOD	None	None	105	
106	OFFICE	A	WOOD	None	None	106	
107	OFFICE	A	WOOD	None	None	107	
108	OFFICE	A	WOOD	None	None	108	
109	OFFICE	A	WOOD	None	None	109	
110	OFFICE	A	WOOD	None	None	110	
111	OFFICE	A	WOOD	None	None	111	
112	OFFICE	A	WOOD	None	None	112	
113	OFFICE	A	WOOD	None	None	113	
114	OFFICE	A	WOOD	None	None	114	
115	OFFICE	A	WOOD	None	None	115	
116	OFFICE	A	WOOD	None	None	116	
117	OFFICE	A	WOOD	None	None	117	
118	OFFICE	A	WOOD	None	None	118	
119	OFFICE	A	WOOD	None	None	119	
120	OFFICE	A	WOOD	None	None	120	
121	OFFICE	A	WOOD	None	None	121	
122	OFFICE	A	WOOD	None	None	122	
123	OFFICE	A	WOOD	None	None	123	
124	OFFICE	A	WOOD	None	None	124	
125	OFFICE	A	WOOD	None	None	125	
126	OFFICE	A	WOOD	None	None	126	
127	OFFICE	A	WOOD	None	None	127	
128	OFFICE	A	WOOD	None	None	128	
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136	OFFICE	A	WOOD	None	None	136	
137	OFFICE	A	WOOD	None	None	137	
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142	OFFICE	A	WOOD	None	None	142	
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144	OFFICE	A	WOOD	None	None	144	
145	OFFICE	A	WOOD	None	None	145	
146	OFFICE	A	WOOD	None	None	146	
147	OFFICE	A	WOOD	None	None	147	
148	OFFICE	A	WOOD	None	None	148	
149	OFFICE	A	WOOD	None	None	149	
150	OFFICE	A	WOOD	None	None	150	



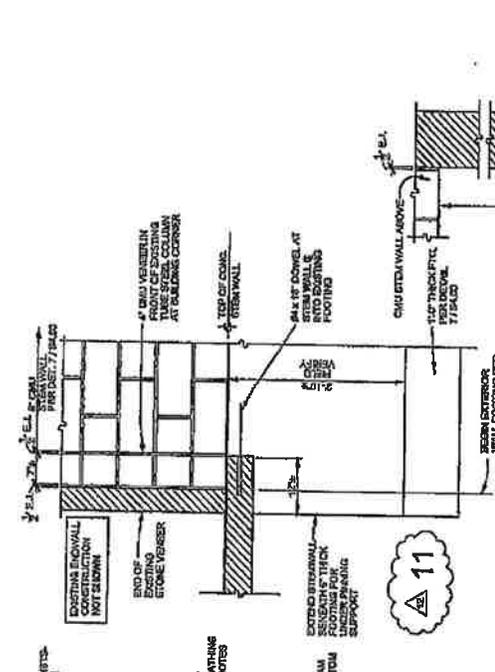
**A7** EXISTING ENDWALL AT EXISTING ELEVATOR



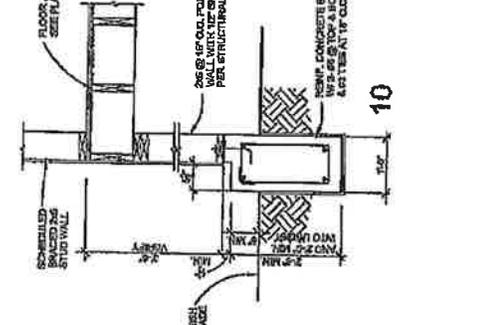
**A6** EXISTING ENDWALL CONDITION



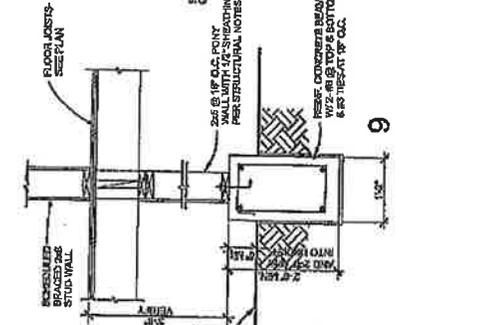
**5** SCALE 7/8\"/>
 AT BOTTOM



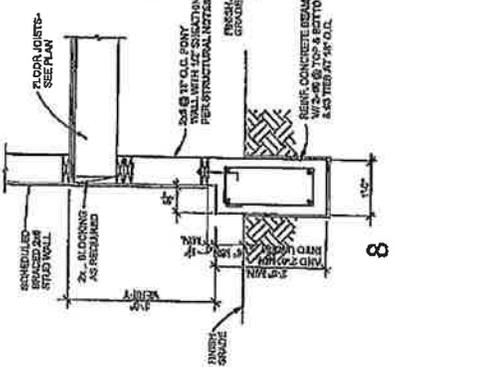
**A11**



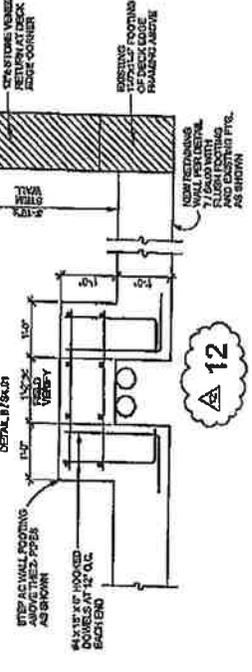
**10**



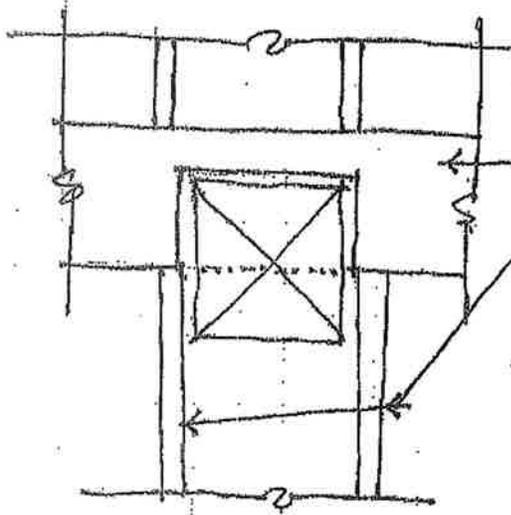
**9**



**8**



**A12**

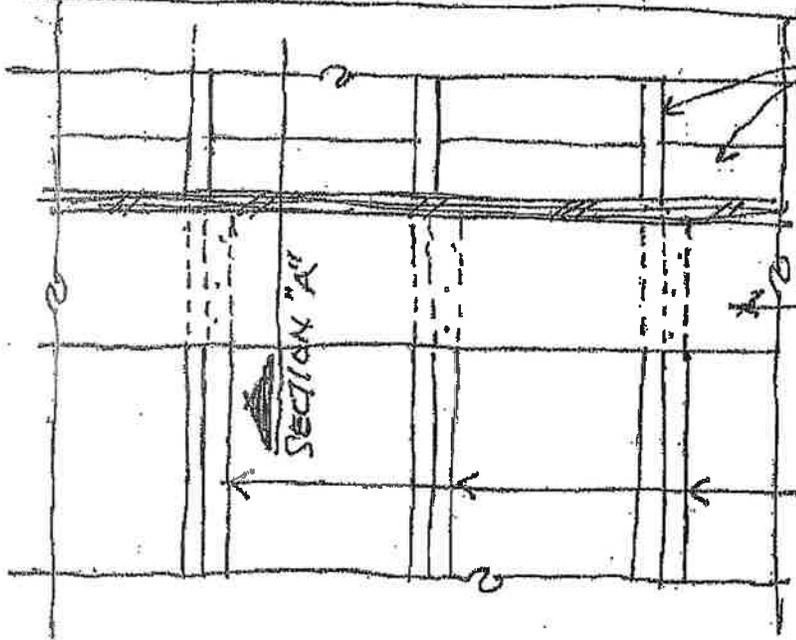


CUT EXISTING WALL  
HEADER FOR NEW  
HOOD EXHAUST & ADD  
SUPPLEMENTAL CRIPPLE  
STUDS BELOW & ABOVE  
TO 2ND LEVEL AS REQUIRED  
(SEE TO DET. SK3)

1. HOOD EXHAUST & CATERING KITCHEN (PROJ 14)  
NTS #23527



NOTE: REPLACE EXIST. 2X4 CRIPPLE STUDS AND DOOR HEADER AT BRIDES ROOM (SHORE AS REQ'D)

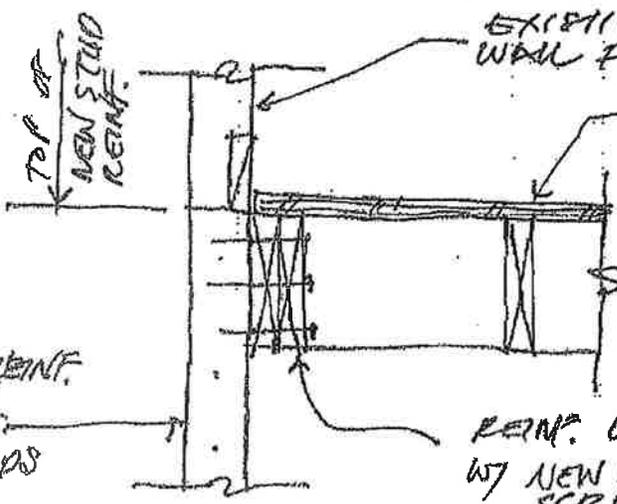


EXISTING STUDS & BLOCKING TO REMAIN

ADD NEW 2X10 TO EXISTING 2X10 LEDGER AT ROTTED WALL AREAS.

REINFORCE EXISTING ROTTED STUDS BY NEW 2X4 STUDS TO THE 2ND LEVEL AS SHOWN PER SECTION "A"

BRIDES ROOM  
1. ROTTED WALL REPAIR (PROF A)  
NTS.



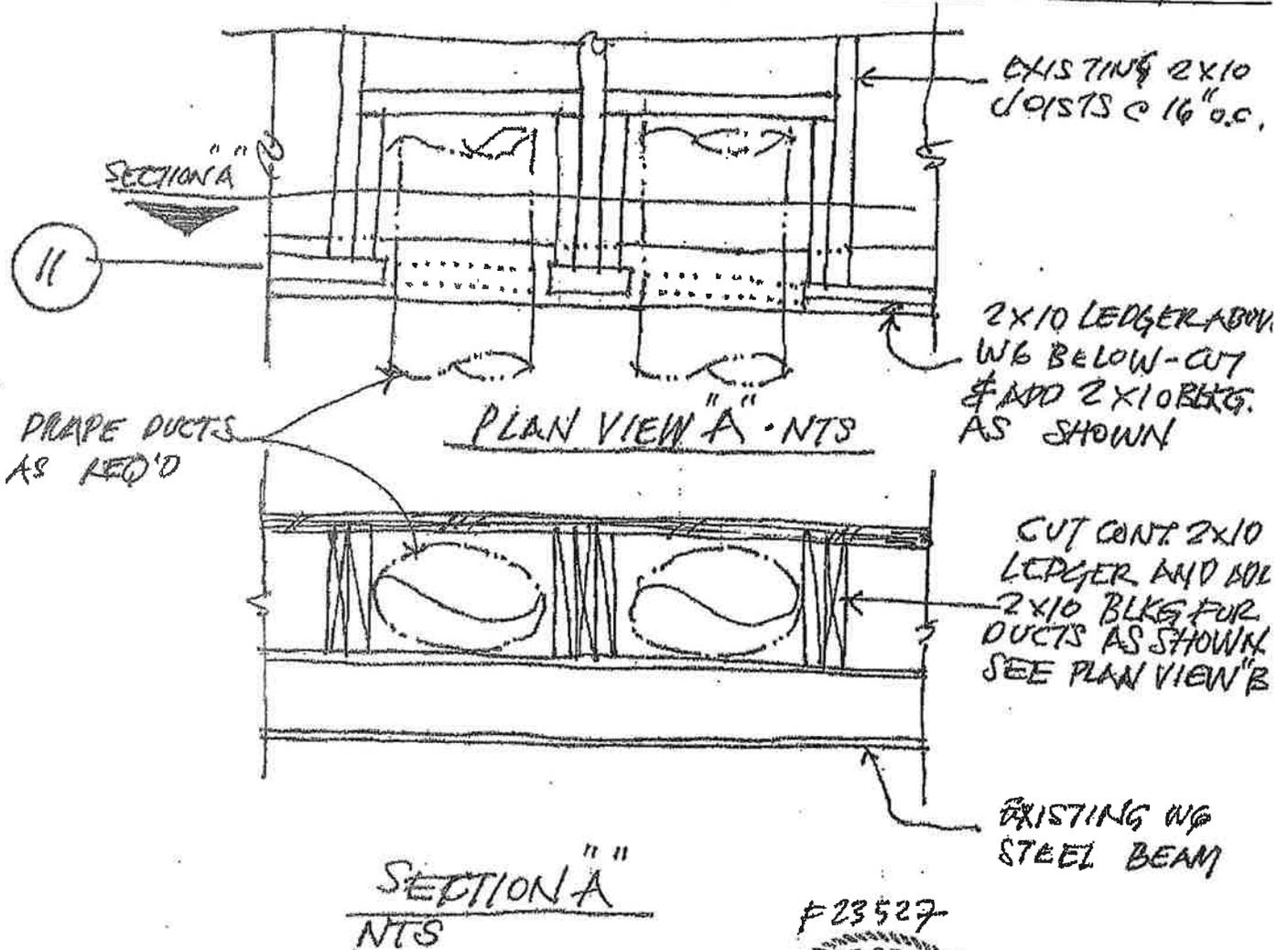
EXISTING STUD WALL FRAMING @ EXT.

EXISTING FLOOR FRAMING @ 2ND LEVEL

NEW STUD REINF.  
4 12d @ 16" o.c.  
TO EXIST. STUDS

REINF. EXISTING 2X10 LEDGER W/ NEW 2X10 w/ 3-#8 x 5" WOOD 1" SCREWS AT EACH NEW STUD.

SECTION A (NTS)



1. DUCT DETAIL (PROP. A)







9120 N. IH 35 Suite #200  
 Austin, Texas 78753  
 512-836-3329  
 512-836-3802

PR #9 PRICE ADDITION  
 Hostess House Renovation & Addition

Date: November 7, 2024

To: Kimberly Thompson  
 Reliance Architecture

Subject: STRUCTURAL AND ARCHITECTURAL CHANGES PR #9 PRICE ADDITION

Item No.	Description	Added Days	Labor Cost	Material Cost	Equipment Cost	Sub-Contractor cost	Item Total
1	Remove approx 2100SF of existing sheetrock necessary to install new Type X moisture Resistant Board at exterior wall location at existing building in lieu of Type X. Remove and install existing fixtures as needed. Remove all nails. Dispose of debris.						\$1,975.00
	When we submitted the pricing for PR# 7, we did not include the cost for the removal of the existing sheetrock, that is necessary to install the new sheetrock per PR #7. <b>NOTE:</b> There was a lot of existing sheetrock removed for structural exploration at the request of the structural engineer. WE ARE NOT CHARGING FOR THIS WORK ALREADY DONE. Again this change is <b>ONLY</b> for the removal of the remaining sheetrock needed to do PR #7. Some sheetrock was removed for us to perform electrical and plumbing work. This price does not include any charges for this work already done as this was apart of our contract.						
							\$1,975.00

Sub-Total Of This PR		0				\$0.00	\$1,975.00
			1A	1B	1C		
<b>PERCENT TOTALS</b>							
2A	Payroll Taxes 25% of payroll item 1A		\$ -	25%			\$0.00
2B	Liability and Builders Risk Insurance 2% of total costs (Items 1A, 1B, 1C & 2A)		\$ 1,975.00	2%			\$39.50
	Work performed by contractor own forces 15% of the first \$10,000.00		\$ -	15%			\$0.00
	10% of the balance over \$10,000.00			10%			\$0.00
	The Contractor will be allowed the following mark-up on subcontracted Work being performed by forces other than Contractor's own employees of 10% of the first \$10,000.00		\$2,014.50	10%			\$201.45
	7.5% of the balance over \$10,000.00			7.5%			\$0.00
	Bond		\$2,215.95	1.00%			\$22.16
	<b>Total Of This Change Order:</b>	0	Days				\$2,238.11

  
 ASD Consultants Inc.  
 Contractor

Approved by:  
 Kimberly Thompson, Reliance Architecture  
 November 7, 2024

Curtis Brown, President  
 Contractor Rep./Title