

**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, February 24, 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, February 24, 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 and updates from the County of Lampasas Rodeo Association. *(pgs. 5-6)*
3. Discussion regarding any item on the regular agenda
4. Adjourn Workshop Session

REGULAR SESSION

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations

	PUBLIC HEARINGS/CITIZEN COMMENTS	PAGES
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter not included on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.	N/A
1.2	Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time.	N/A
2.0	MINUTES	PAGES
2.1	Discussion and possible action regarding approval of minutes of the Regular Meeting held on February 10, 2025	7-14
3.0	CONSENT AGENDA	PAGES

3.1	Discussion and possible action regarding the second reading of an Ordinance calling the May 3, 2025 General Election for the City of Lampasas to elect the expired terms of the Mayor, Council Member Places One, Place Two, and Place Six and the unexpired term of Place Three; providing for early voting, polling times and places and bilingual election materials.	15-18
3.2	Discussion and possible action to consider the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-6 "SF-6" to Two-Family Residential District (Duplex) for property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas County.	19-22
3.3	Discussion and possible action to consider the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-10 "SF-10" to Two-Family Residential District (Duplex) for property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas Texas Lampasas County.	23-26
3.4	Discussion and possible action to consider the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-6 "SF-6" to Commercial "C" with a Specific Use Permit to allow for a Welding or Machine Shop for property described as Lots 5 & 8 Block 1, East Lampasas Addition, commonly known as 605 College Street Lampasas, Texas, Lampasas County.	27-30

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
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4.1	<ol style="list-style-type: none"> 1. City Secretary Monthly Report 2. Utility Billing and Collections Monthly Report 3. Public Works Monthly Report for Electric, Streets, Water/Wastewater 4. Police Department Monthly Report 5. Building Official Monthly Report 6. Economic Development Monthly 7. Fire Department Monthly Report 8. Parks and Recreation Monthly Report 9. Information Systems Monthly Report 10. Library Monthly Report 11. Golf Course Monthly Report 12. Municipal Court Monthly Report 	31-52
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5.0	ROUTINE MATTERS	PAGES
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5.1	CITY MANAGER'S OPERATIONAL REPORT <ul style="list-style-type: none"> • Hiring • 2nd Street Rehab • Friends of the Night Sky • Airport/Airport Advisory Board • Business Park/EDC • Budget • Hostess House 	N/A
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5.2	MAYOR'S COMMENTS	N/A
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6.0	UNFINISHED BUSINESS	N/A
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7.0	NEW BUSINESS	PAGES
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7.1	Discussion and possible action regarding a service agreement with Wastewater Transport Services, WWTS, for the amount of \$47,812.88 to remove sludge from the digester basin during the month of January while repairs to the belt filter press were being conducted.	53-56
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7.2	Discussion and possible action regarding request from the Lampasas County of Lampasas Rodeo Association for Hotel Occupancy Tax funds in the amount of \$10,000.00 for event expenses related to the Riata Roundup Rodeo on April 23-26, 2025.	57-66
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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:

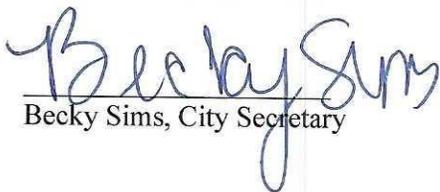
8.1	Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.
8.2	Section 551.072 (deliberations about real property) –Deliberation concerning the potential purchase, exchange, lease, acquisition, sale and/or value of real property.
8.3	Section 551.071 (1) (A) and 551.07 (2), 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; and/or other matters posted on the regular agenda
8.4	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
8.4	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 21 day of February 2025 at 5:15


Becky Sims, City Secretary

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City Manager

ITEM NO. WORKSHOP-2

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

Subject:

Discussion and updates regarding 580 Sports Complex Rodeo Arena

Requested By: County of Lampasas Rodeo Association

Submitted By: County of Lampasas Rodeo Association

Date Submitted: February 21, 2025

For the Agenda of: February 24, 2025

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

Chris Harrison, President and Alexis Thompson, Secretary will be present to discuss progress and updates to grounds and scheduled activities at the Rodeo Arena.

Recommendation:

Discussion Only

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**MINUTES OF REGULAR CALLED MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, February 10, 2025
5:30 p.m. Workshop 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
Eric Hernandez

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
Frank Ellett, Building Official
Bart Baker, Fire Marshal

Council Members Absent

Cathy Kuehne

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

1. Call to order Workshop Session

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

2. Discussion regarding Hostess House Progress.

By consensus, Council requested to postpone the Hostess House progress discussion until additional onsite visits were conducted to mitigate any safety concerns.

3. Present HUD Section 3 Presentation for the TXCDBG City's CDV23-0267 Grant

Mrs. Sims presented the HUD Section 3 Presentation as required by Texas Department of Agriculture; highlighting how Langford Community Services will track section 3 initiatives and section 3 workers for administration and construction contracts for the City of Lampasas Drainage Project in the Northwest part of town scheduled to begin February 2026.

4. Discussion regarding any item on the regular agenda.

There were no items discussed.

5. Adjourn Workshop Session-

Council member Pratus moved to adjourn workshop at 5:36 pm, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried.

REGULAR SESSION

ANNOUNCEMENTS

- A. **Call to Order**-*Mayor Pearce called the regular session to order at 5:37 pm.*
- 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**-
 - Annual Recognition to the Mayor and City Council



1.1	Citizen comments- Any citizen who desires to address the City Council on a matter that is not included 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 that is included 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 regarding a request to rezone property from Single Family Residential-6 “SF-6” to Two-Family Residential District (Duplex) for property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas County.
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Mayor Pearce opened the public hearing.

Mrs. Sims, Zoning Administrator presented the following:

Marshall Brewer, Bent Tree Construction is asking to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential-6 "SF-6" to Two-Family Residential District (Duplex) for property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas County.

The area around this property is zoned Single Family Residential

The 2F, Two-Family Residential, district is intended to promote stable, quality multiple-occupancy residential development at slightly increased densities. Individual ownership of each of the two-family or duplex units is encouraged. This district may be included within single-family neighborhoods or, when in accordance with the intent of the Comprehensive Plan, may provide a "buffer" or transition district between lower density residential areas and higher density or non-residential areas or major thoroughfares.

The Comprehensive Plan defines this area as Traditional Residential; which does allow duplexes.

All notifications and publications, as required by Ordinance and Statute, have been made. Staff mailed eight (8) notices to property owners within 200 feet of the applicant's property, as of the date of this meeting no letters in favor or in opposition have been received.

With no additional comments, the public hearing was closed.

1.4	Public hearing to receive citizen comments regarding a request to rezone property from Single Family Residential-10 "SF-10" to Two-Family Residential District (Duplex) for property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas Texas Lampasas County.
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Mayor Pearce opened the public hearing.

Mrs. Sims, Zoning Administrator presented the following:

Gary Tucker, Owner, and Ron Kuker, Agent is asking the Commission to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential-10 "SF-10" to Two-Family Residential District (Duplex) for property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas Texas Lampasas County

The area surrounding the property is zoned Single Family Residential and Two-Family (Duplex)

The Comprehensive Plan defines this area as Urban Residential, which does allow for duplexes.

All notifications and publications, as required by Ordinance and Statute, have been made. Staff mailed forty-three (43) notices to property owners within 200 feet of the applicant's property, as of the date of this meeting two have been received in favor of the request and non in opposition

With no additional comments, the public hearing was closed.

1.5	Public hearing to receive citizen comments regarding a request to rezone property from Single Family Residential-6 "SF-6" to Commercial "C" with a Specific Use Permit to allow for a Welding or Machine Shop for property described as Lots 5 & 8 Block 1, East Lampasas Addition, commonly known as 605 College Street Lampasas, Texas, Lampasas County.
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Mayor Pearce opened the public hearing.

Mrs. Sims, Zoning Administrator presented the following:

Douglas and Tera Hall, owners are asking the Commission to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential-6 "SF-6" to Commercial "C" with a Specific Use Permit to allow for a Welding or Machine Shop for property described as Lots 5 & 8 Block 1, East Lampasas Addition, commonly known as 605 College Street Lampasas, Texas, Lampasas County. The lots are currently being used in this capacity; primarily work shop, materials and equipment.

The area surrounding this property is zoned Single Family Residential-6 "SF-6" and Commercial "C"

The Comprehensive Plan defines this area as Traditional Residential and Suburban Mixed Use.

These areas, predominantly along higher trafficked arterial or collector corridors within Suburban Residential areas, are intended to provide the opportunity for transitioning residential to commercial uses, designed in a manner that is more appropriate to the character of the surrounding areas.

All notifications and publications, as required by Ordinance and Statute, have been made. Staff mailed thirty-four (34) notices to property owners within 200 feet of the applicant's property, as of the date of this meeting one letter was received in favor or in opposition have been received.

With no additional comments, the public hearing was closed.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes from the Regular City Council Meeting held on January 27, 2025.

Council member Keele moved to approve the minutes as presented, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Kuehne absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from January 1, 2025-January 31, 2025.

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

4.0	BOARDS/DEPARTMENT REPORTS
4.1	<p>Yvonne Moreno, Finance Director presented the annual Utility Billing and Collections Report.</p> <ul style="list-style-type: none">• Highlighted the Utility/Finance Team• Goals of the Finance Department<ul style="list-style-type: none">• Protect City's Assets and Properties• Follow all State and Federal Laws• Transparency to the Citizens of Lampasas• Reviewed Financial Statistics• Reviewed Finance Responsibilities

	<ul style="list-style-type: none"> • <i>Reviewed Utility Department Goals</i> <ul style="list-style-type: none"> • <i>Provide Accurate Reading and Billing Information</i> • <i>Provide Great Customer Service</i> • <i>Reviewed Utility Billing Cycles</i> • <i>Reviewed Utility and Meter Readers Responsibilities</i> • <i>Future Goals</i> <ul style="list-style-type: none"> • <i>Update Utility Policy</i> • <i>Update Cash Policy</i> • <i>Cross Train on all Utility Position</i> • <i>Utilize Training Opportunities</i> • <i>Continue meter change out program</i>

5.0	ROUTINE MATTERS
5.1	CITY MANAGER'S OPERATIONAL REPORT
<i>Audit</i>	<i>The City's auditors are on site at City Hall, beginning their work on the FY24 annual audit of municipal funds. Staff expects to receive a completed audit by March 31st.</i>
<i>Hiring</i>	<i>The library recently completed interviews for a part time position for library clerk and extended an offer on Friday. The Police Department recently conducted interviews for cadets and have several quality applicants for the position. One is currently in the academy, and we anticipate starting one in the March academy. The Public Works Director position is still open and we've received several applications. Staff will plan on beginning interviews next week. Additionally, staff anticipates opening a position for a part time airport employee in the next week.</i>
<i>Solid Waste</i>	<i>In the month of April, Frontier Waste Solutions will begin transitioning dumpsters from Waste Connections to Frontier. The dumpsters will continue to be serviced by Waste Connections until the contract with Frontier commences. Frontier is also mirroring Waste Connections residential routes for familiarity.</i>
<i>Election</i>	<i>As a reminder, the deadline for filing for a place in the May City Council election is Friday, February 14th.</i>
<i>Night Skies</i>	<i>Saturday, March 1st, the Lampasas County Friends of the Night Sky will be hosting a "Stars at Night" Star Party at the Old Middle School Cafeteria in conjunction with Vision Lampasas and the Lampasas Public Library from 5-9 pm. The event will feature a guest speaker and stargazing with the experts.</i>

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

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

7.2	Discussion and possible action regarding an Ordinance calling for a General Election to elect the expired terms of the Mayor, Council Member Place One, Two and Six, along with the unexpired term of Place 3 for the City Council of the City of Lampasas, Texas to be held on the 3 rd day of May, 2025; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election Materials.
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Council member Keele moved to approve the first reading of an Ordinance calling for a General Election to elect the expired terms of the Mayor, Council Member Place One, Two and Six, along with the unexpired term of Place 3 for the City Council of the City of Lampasas, Texas to be held on the 3rd day of May, 2025; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election Materials, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried. (Kuehne absent)

7.3	Discussion and possible action to issue Order of Election for Municipalities for the May 3, 2025 General Election.
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Council member Hernandez moved to issue the Order of Election for the May 3, 2025 General Election, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried. (Kuehne absent)

7.4	Discussion and possible action to consider the first reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-6 "SF-6" to Two-Family Residential District (Duplex) for property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas County.
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Council member Keele moved to approve the first reading of an ordinance to approve a request to rezone property from Single Family Residential-6 "SF-6" to Two-Family Residential District (Duplex) for property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas County, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Kuehne absent)

7.5	Discussion and possible action to consider the first reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-10 "SF-10" to Two-Family Residential District (Duplex) for property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas Texas Lampasas County
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Council member Keele moved to approve the first reading of an ordinance to approve a request to rezone property from Single Family Residential-10 "SF-10" to Two-Family Residential District (Duplex) for property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas Texas Lampasas County, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried, (Kuehne absent)

7.6	Discussion and possible action to consider the first reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-6 "SF-6" to Commercial "C" with a Specific Use Permit to allow for a Welding or Machine Shop for property described as Lots 5 & 8 Block 1, East Lampasas Addition, commonly known as 605 College Street Lampasas, Texas, Lampasas County.
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Mayor Pro Tem Morris moved to approve the first reading of an ordinance to approve the request to rezone property from Single Family Residential-6 "SF-6" to Commercial "C" with a Specific Use Permit to allow for a Welding or Machine Shop for property described as Lots 5 & 8 Block 1, East Lampasas Addition, commonly known as 605 College Street Lampasas, Texas, Lampasas County, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Kuehne absent)

7.7	Discussion, consideration and possible action regarding proposed Change Order for roof of Hostess House Renovation & Addition.
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Mayor Pro Tem Morris moved to deny the Change Order to re-roof the entire structure and roof the new addition of the Hostess House only as originally bid for the project, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Kuehne absent)

7.8	Discussion, consideration and possible action to approve FY25 City of Lampasas Organizational Chart
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Mayor Pro Tem Morris moved to approve the FY25 City of Lampasas Organizational Chart, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Kuehne absent)

7.9	Discussion and possible action to purchase electrical wire from Techline, Inc. in the amount of \$32,555.00.
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Council member Keele moved to approve the purchase of electrical wire from Techline, Inc. in the amount of \$32,555.00, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Kuehne absent)

7.10	Discussion, consideration and possible action increasing contingency funding for Hostess House renovation from 5% to 10%.
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There was no action taken on this item.

Adjourn into Executive Session

Council member Keele moved to adjourn into executive session at 6:15 pm, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Kuehne absent)

CM Corbell asked Van Sims, WWW Operations Manager and Stephen Sewell, Plant Supervisor to join.

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 551.087 (economic development)- (1) to receive and evaluate financial information received from a business, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.
- Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities
- Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties of City Secretary; and other personnel matters as allowed by Texas Government Code, Chapter 551

Van Sims and Stephen Sewell left Executive Session at 7:00 pm.

Becky Sims, City Secretary joined Executive Session at 7:20 pm.

Adjourn executive session and reconvene Regular Session

Council reconvened Regular Session at 7:37 p.m.

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

There was no action concerning items discussed during Executive Session.

Adjourn

Council member Pratus moved to adjourn at 7:38 p.m., the motion was seconded by Council member Haider 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

ITEM NO. 3.1

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

Subject:

Discussion and possible action regarding the second reading of an Ordinance calling for a General Election to elect the expired terms of the Mayor, Council Member Place One, Two and Six, along with the unexpired term of Place 3 for the City Council of the City of Lampasas, Texas to be held on the 3rd day of May, 2025; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election Materials

Requested by: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: February 5, 2025

For the agenda of: February 24, 2025

Procurement and Funding Statement:

N/A

Attachments: Ordinance

Summary Statement:

This is the second reading of an Ordinance.

Recommendation:

To consider a motion to approve the second reading of an Ordinance calling for a General Election to elect the expired terms of Mayor, Council Member Place One, Two and Six, along with the unexpired term of Place 3 for the City Council of the City of Lampasas, Texas to be held on the 3rd day of May, 2025; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election Materials.

ORDINANCE NO. _____

AN ORDINANCE CALLING FOR A GENERAL ELECTION TO ELECT THE EXPIRED TERMS OF THE MAYOR, COUNCIL MEMBERS PLACE ONE, TWO AND SIX AND FOR THE UNEXPIRED TERM OF PLACE 3 FOR THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS TO BE HELD ON THE 3RD DAY OF MAY 2025; PROVIDING FOR POLLING TIMES AND PLACES; PROVIDING FOR EARLY VOTING; AND PROVIDING FOR BILINGUAL ELECTION MATERIALS

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

1. That in accordance with the provisions of the law, the City Council hereby orders an election for the Mayor, Council member Places One (1), Two (2), Three (3), and Six (6) of the City Council of the City of Lampasas, Texas, be held on Saturday, May 3, 2025, and the following provisions are made thereof:
 - A. Said election shall be held at the Lampasas County Elections Administrator Office, 407 S. Pecan Street, Suite 102, Lampasas, Texas.
 - B. Elke White is hereby appointed Presiding Judge and Tori Dragoo as Alternate Presiding Judge at the Lampasas County Elections Administrator Office; said Presiding Judge shall appoint the necessary clerks to assist her, which shall not exceed five clerks.
 - C. The election polls shall be open between the hours of 7:00 A.M. and 7:00 P.M.
 - D. All notices, instructions, directions, and election ballots shall be printed and distributed in the English and Spanish languages.
 - E. Mark Bishop, Elections Administrator, is hereby appointed clerk for early voting, Susie Miller as deputy clerk and the following persons are hereby appointed clerks for early voting:

Janet Walsh, Clerk
Elke White, Clerk
Wanda Lang, Clerk
Victoria Dragoo, Clerk
Jo Anne Clark, Clerk

Early voting for such election shall be held at the Lampasas County Elections Administrator Office, located at 407 S. Pecan, Suite 102, in Lampasas, Texas, and said place of early voting shall remain open for at least eight hours on each day for early voting which is not a Saturday, Sunday or an official state or City holiday, beginning on April 21, 2025 and ending on April 29, 2025. Said place of voting shall remain open between the hours of 8:00 A.M. and 5:00 P.M. on each of such days for early voting except for Tuesday, April 29, 2025. On this date the place of voting shall remain open between the hours of 7:00 A.M. and 7:00 P.M.

F. The Early Voting Clerk's official address is 407 S. Pecan, Suite 102, Lampasas, Texas 76550.

G. The Early Ballot Board is hereby appointed as follows:

Presiding Judge	Sheila Bean
Member	Randy Bean
Member	Mark Bishop
Member	Susie Miller

H. That said election shall be held in accordance with the Election Code of the State of Texas and only resident, qualified voters of said City shall be eligible to vote at said election. All applicable provisions of the National Voting Rights Act, and amendments thereto, shall be complied with.

I. That the City Secretary shall give Notice of said election by posting notice in each of the election precincts of said City which posting shall be done not less than 21 days prior to date fixed for said election.

J. That the City Secretary shall cause notice to be posted according to the requirements of VATCS, Election Code Sec. 4.003.

K. That immediately after said election is held, the officer holding the same shall make returns of the result thereof to the Mayor of this City as is required by the Election Code of the State of Texas.

2. This Ordinance shall be effective from and after its passage, and the Elections Administrator is hereby directed and authorized to take such steps as are necessary to accomplish said election.

PASSED AND APPROVED this 24 day of February, 2025.

Date of 1st reading: February 10, 2025

Date of 2nd reading: February 24, 2025

Herb Pearce, Mayor

ATTEST:

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney

(Signature of Attorney Provided on Separate Page to be attached)

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

Subject:

Discussion and possible action to consider the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-6 "SF-6" to Two-Family Residential District (Duplex) for property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: February 5, 2025

For the Agenda of: February 24, 2025

Procurement and Funding Statement:

N/A

Attachments: P&Z Packet

Summary Statement:

This is the second reading of the request.

Recommendation:

To consider a motion to approve the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-6 "SF-6" to Two-Family Residential District (Duplex) for property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS OFFICIAL ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION FROM SINGLE FAMILY RESIDENTIAL-6 “SF-6” TO TWO-FAMILY RESIDENTIAL DISTRICT (DUPLEX) FOR PROPERTY DESCRIBED AS PT OF LOTS 3-4-5-, BLOCK 6, MATTHEWS AND WILKES ADITION, COMMONLY KNOWN AS 1704 E THIRD STREET LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Bent Tree Construction, (property owners) is asking the City of Lampasas Planning & Zoning Commission and the City Council to consider a request to rezone property from Single Family Residential-6 “SF-6” to Two-Family Residential District (Duplex) for property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas County; and

WHEREAS, pursuant to Section 10 of the City’s Zoning Ordinance, notice of the request to rezone property was given to all property owners located within two hundred feet (200’) of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on February 6, 2025 by the Planning & Zoning Commission regarding the zoning request; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on February 10, 2025 by the City Council regarding the zoning request; and

WHEREAS, the City Council finds that it is in the public interest to approve the request to change the zoning classification from Single Family Residential-6 “SF-6”to Two-Family Residential District (Duplex); and

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

Part 1: That the request to rezone property described as PT of Lots 3-4-5, Block 6, Matthews and Wilkes Addition; commonly known as 1704 E Third Street, Lampasas, Texas Lampasas County asked of the City of Lampasas Planning & Zoning Commission and the City Council to consider a request to rezone property from Single Family Residential-6 “SF-6” to Two-Family Residential District (Duplex) is hereby approved.

Part 2: The City's staff shall take actions necessary to reflect this revision in City documentation, including a change to the City's Zoning map.

Part 3: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

PASSED AND APPROVED THE FIRST READING ON THE 10th DAY OF FEBRUARY 2025
PASSED AND ADOPTED ON THE SECOND READING ON THE 24TH DAY OF FEBRUARY 2025.

APPROVED:

ATTEST:

Herb Pearce, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
[Signature of Attorney Provided on Separate Page, to be Attached]

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

Subject:

Discussion and possible action to consider the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-10 "SF-10" to Two-Family Residential District (Duplex) for property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas Texas Lampasas County.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: February 5, 2025

For the Agenda of: February 24, 2025

Procurement and Funding Statement:

N/A

Attachments: P&Z Packet

Summary Statement:

This is the second reading of an Ordinance.

Recommendation:

To consider a motion to approve the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-10 "SF-10" to Two-Family Residential District (Duplex) for property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas Texas Lampasas County.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS OFFICIAL ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION FROM SINGLE FAMILY RESIDENTIAL-10 “SF-10” TO TWO-FAMILY RESIDENTIAL DISTRICT (DUPLEX) FOR PROPERTY DESCRIBED AS LOT 5, BLOCK 37 LSC FIRST ADDITION, COMMONLY KNOWN AS 207 N RIDGE STREET LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Gary Tucker, (property owner), Ron Kuker, (agent) is asking the City of Lampasas Planning & Zoning Commission and the City Council to consider a request to rezone property from Single Family Residential-10 “SF-10” to Two-Family Residential District (Duplex) for property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas, Texas Lampasas County; and

WHEREAS, pursuant to Section 10 of the City’s Zoning Ordinance, notice of the request to rezone property was given to all property owners located within two hundred feet (200’) of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on February 6, 2025 by the Planning & Zoning Commission regarding the zoning request; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on February 10, 2025 by the City Council regarding the zoning request; and

WHEREAS, the City Council finds that it is in the public interest to approve the request to change the zoning classification from Single Family Residential-10 “SF-10” to Two-Family Residential District (Duplex); and

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

Part 1: That the request to rezone property described as Lot 5, Block 37 LSC First Addition, commonly known as 207 N Ridge Street, Lampasas, Texas Lampasas County, asked of the City of Lampasas Planning & Zoning Commission and the City Council to consider a request to rezone property from Single Family Residential-10 “SF-10” to Two-Family Residential District (Duplex) is hereby approved.

Part 2: The City's staff shall take actions necessary to reflect this revision in City documentation, including a change to the City's Zoning map.

Part 3: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

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PASSED AND ADOPTED ON THE SECOND READING ON THE 24TH DAY OF FEBRUARY 2025.

APPROVED:

ATTEST:

Herb Pearce, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
[Signature of Attorney Provided on Separate Page, to be Attached]

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

Subject:

Discussion and possible action to consider the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-6 "SF-6" to Commercial "C" with a Specific Use Permit to allow for a Welding or Machine Shop for property described as Lots 5 & 8 Block 1, East Lampasas Addition, commonly known as 605 College Street Lampasas, Texas, Lampasas County.

Requested By: Becky Sims, City Secretary

Submitted By: Becky Sims, City Secretary

Date Submitted: February 5, 2025

For the Agenda of: February 24, 2025

Procurement and Funding Statement:

N/A

Attachments: P&Z Packet

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an ordinance to approve, deny, or approve with modifications a request to rezone property from Single Family Residential-6 "SF-6" to Commercial "C" with a Specific Use Permit to allow for a Welding or Machine Shop for property described as Lots 5 & 8 Block 1, East Lampasas Addition, commonly known as 605 College Street Lampasas, Texas, Lampasas County

ORDINANCE NO. _____

AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS OFFICIAL ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION FROM SINGLE FAMILY RESIDENTIAL-6 “SF-6” TO COMMERCIAL “C” WITH A SPECIFIC USE PERMIT TO ALLOW FOR A WELDING OR MACHINE SHOP FOR PROPERTY DESCRIBED AS LOT 5 AND 8, BLOCK 1, EAST LAMPASAS ADDITION, COMMONLY KNOWN AS 605 COLLEGE STREET LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Douglas and Tera Hall, (property owner), is asking the City of Lampasas Planning & Zoning Commission and the City Council to consider a request to rezone property from Single Family Residential-6 “SF-6” to Commercial “C” with a Specific Use Permit to allow for a Welding or Machine Shop for property described as Lot 5 and 8, Block 1 East Lampasas Addition, commonly known as 605 College Street, Lampasas, Texas Lampasas County; and

WHEREAS, pursuant to Section 10 of the City’s Zoning Ordinance, notice of the request to rezone property was given to all property owners located within two hundred feet (200’) of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on February 6, 2025 by the Planning & Zoning Commission regarding the zoning request; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on February 10, 2025 by the City Council regarding the zoning request; and

WHEREAS, the City Council finds that it is in the public interest to approve the request to change the zoning classification from Single Family Residential-6 “SF-6” to Commercial “C” with a Specific Use Permit to allow for a Welding or Machine Shop, and

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

Part 1: That the request to rezone property described as Lot 5 and 8 Block 1 East Lampasas Addition, commonly known as 605 College Street, Lampasas, Texas Lampasas County, asked of the City of Lampasas Planning & Zoning Commission and the City Council to consider a request to rezone property from Single Family Residential-6 “SF-6” to Commercial “C” with a Specific Use Permit is hereby approved.

Part 2: The City's staff shall take actions necessary to reflect this revision in City documentation, including a change to the City's Zoning map.

Part 3: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

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APPROVED:

ATTEST:

Herb Pearce, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
[Signature of Attorney Provided on Separate Page, to be Attached]

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Finance/Utility Billing & Collection

MEMO

Date: February 19, 2025

To: Erin Corbell, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for January 2025

Finance Department:

- * Ran reports and distributed W2's and 1099's. Filed with SSA and IRS.
- * Distributed ACA reports and mailed to IRS.
- * Prepared and filed multiple annual reports including US Census, HOT funds, and LEDC expenditures.
- * Worked on payroll to update information in Time and Attendance.
- * Worked on annual report, presentation to Council.
- * Reviewed items budgeted for 2024-2025 recorded amendments needed.
- * Reviewed monthly A/R invoices for Airport, Cemetery, and Dumping at the WWTP.
- * Continue working with staff on organization of files.
- * Department has boxed up old bad debt accounts to make room for filing.
- * Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- * Reviewed purchases for correct GL posting. Correct any posting errors.
- * Recorded various Journal entries for sales tax, bank reconciliations, etc.
- * Sales Tax for January was \$243,670 which is an increase of 4.0% from January 2024.
- * Reconciled 18 bank accounts
 - Processed 390 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for January 2025 was 9% lower than what was billed in January 2024.
The Water billing for January 2025 was 18% higher than what was billed in January 2024.
- January Statistics for the department:

Total Water Customers	3,644
Total Wastewater Customers	2,900
Total Electric Customers	5,157
Residential Garbage Customers	2,790
Connects:	27
Disconnects:	29
Read In/Read Out:	33
Disconnects for Non-Pay:	6 (3 reconnected)
(days over 100 degrees/below 32 degrees we will not disconnect)	

Memo

To: Erin Corbell, City Manager
From: Van Sims, W/WW Operations Manager
Date: February 20, 2025
Re: January 2025 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 6 water leaks.
 3. 248 disinfection residual monitoring samples.
 4. 448 nitrification action plan monitoring samples.
 5. Conducted 58 lead & copper service line inspections.

 - ***Operation of Wastewater Collection System***
 1. Completed all monthly lift station checks. Maintenance on 1 lift station pump.
 2. Resolved 1 sewer stoppages.
 3. Installed 1 sewer taps.

 - ***Operation of Municipal and AFNA Treatment Facilities***
 1. Treated 57,100 gallons of septic waste.
 2. Performed all routine maintenance on scheduled equipment.
 3. Removed 0 cubic yds of processed cake. (Press Down)
 4. Collected and analyzed 82 samples for municipal wwtp.
 5. Collected and analyzed 64 samples for AFNA treatment plant.
 6. Collected 84 samples for 3rd party analyzation.

 - ***Special Projects***
 1. Installed Hostess House fire hydrant supply line.
 2. Installed 2" water line on Brown for future abandonment of line in 4th St.

 - Total Work Orders Completed – 149
 - Utility Locates – 71
 - Customer Service Calls – 3

Memo

To: Van Sims (W/WW Op Manager)
From: Stephen Sewell (W/WW Op Supervisor)
Date: Friday, February 21, 2025
Re: Monthly Report

Water/Wastewater

Water Distribution

- 8 routine Bac-T's collected
- 247 samples collected for disinfectant residual monitoring
- 711 samples collected for nitrification action plan monitoring
- 534 gallons of bleach injected
- 62 gallons of LAS injected
- Special notes:

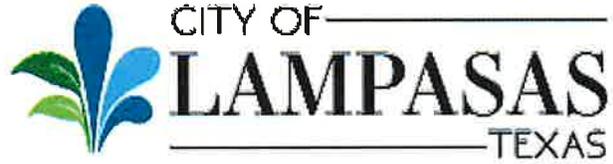
Wastewater Treatment

- Routine monitoring of treatment processes
- 82 samples collected and analyzed in-house
- 50 samples collected and analyzed by 3rd party
- 57,100 gallons of septic waste accepted
- 0 containers (20 cu yds ea) of sludge removed
- Belt Press inoperable.
- Special notes: Excess grease in clarifier; concern is documented.

Pre-Treatment

- Routine monitoring of treatment processes
- 32 samples collected and analyzed in-house
- 32 samples collected and analyzed by 3rd party
- Grease trap pumped x0
- Special notes: Concerned of abundance of grease in lift station, equalization basin, and Pre-Treatment Plant; concern is documented.

Memo



To: Erin Corbell, City Manager
From: Wayne Sanders
Date: Friday, February 21, 2025
Re: Monthly Report – January 2025

Electric Department

Brief Monthly Overview – Electric Department

124 Work Order completed (Hrs)

5 Tree Trimming (26 Hrs.)

83 Locates

6 Outages/ voltage checks

2 New Service

Projects (383 Hrs.)

Take down Christmas lights (61 Hrs.)

Walmart relocate transformer for new generator and switch gear (64 Hrs.)

Tree Trimming (185 Hrs. including workorders)

Electric System Information (73 hrs.)

- Pole tag electric system project

Operations and Maintenance (466.5 Hrs.)

38 Lights changed to LED

6 Poles replaced in system

2 New poles

Overtime Callouts 7 (29 Hrs.)

2 Customers side

1 Equipment failure

1 Tree

1 Cable down,

1 Animal contact

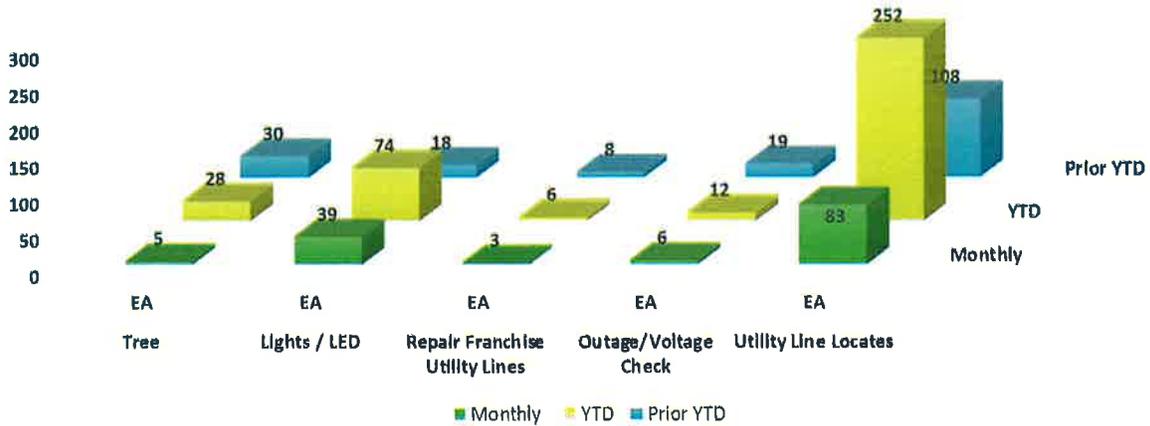
1 Emergency locate

Walmart Transformer

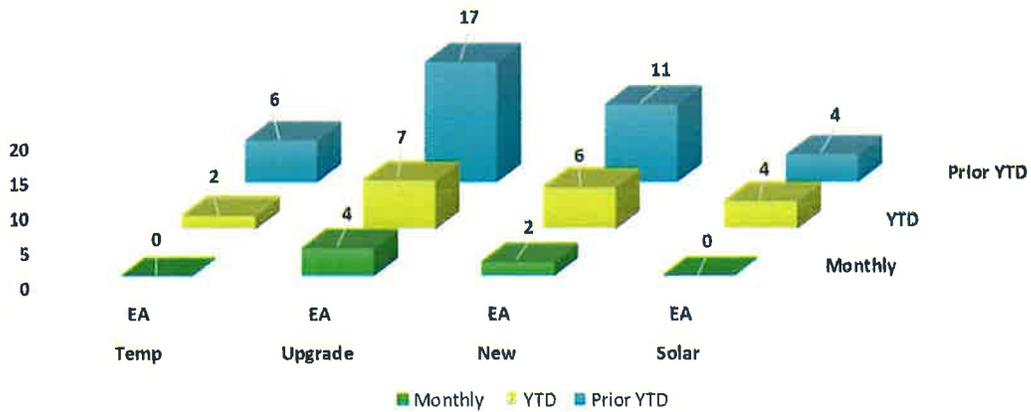


Electric Department

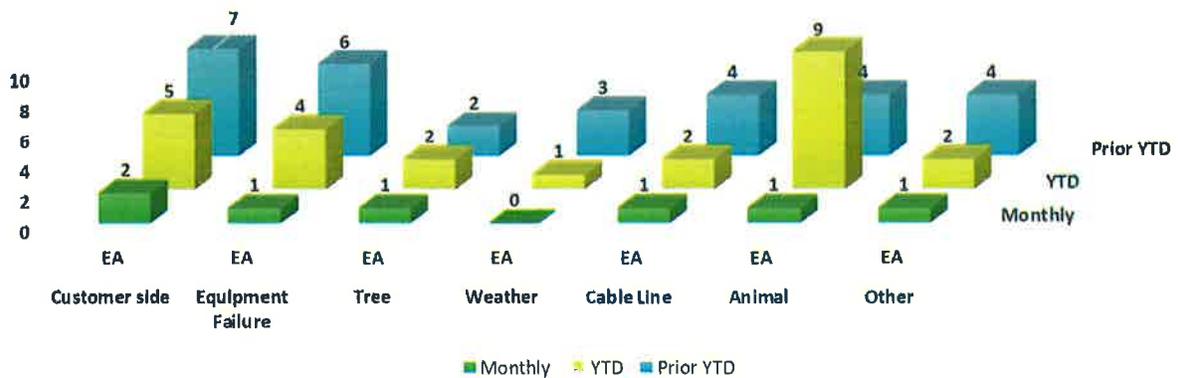
Work Orders



Connects

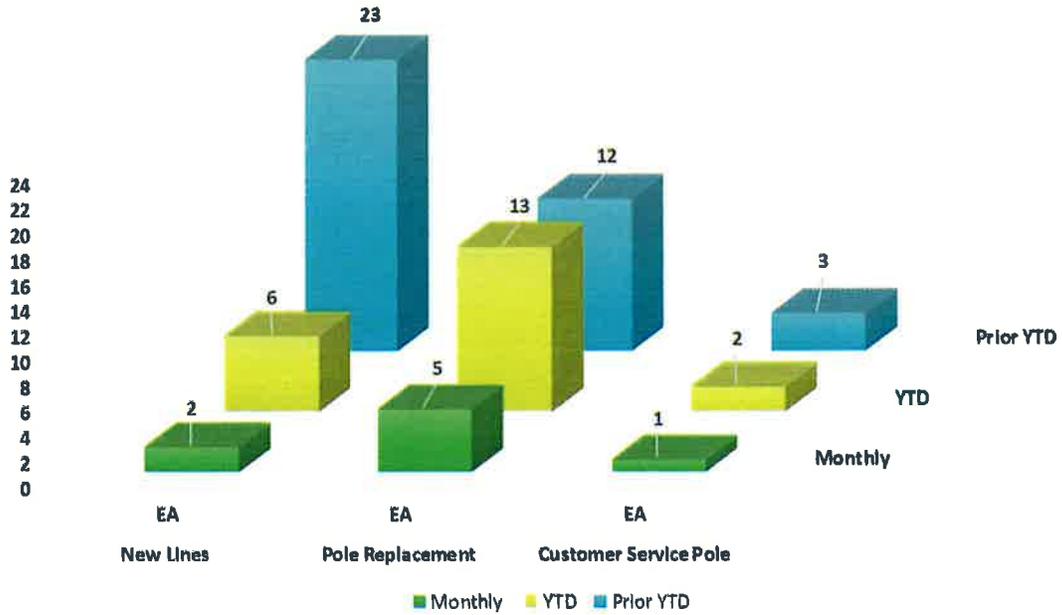


Overtime Call-outs

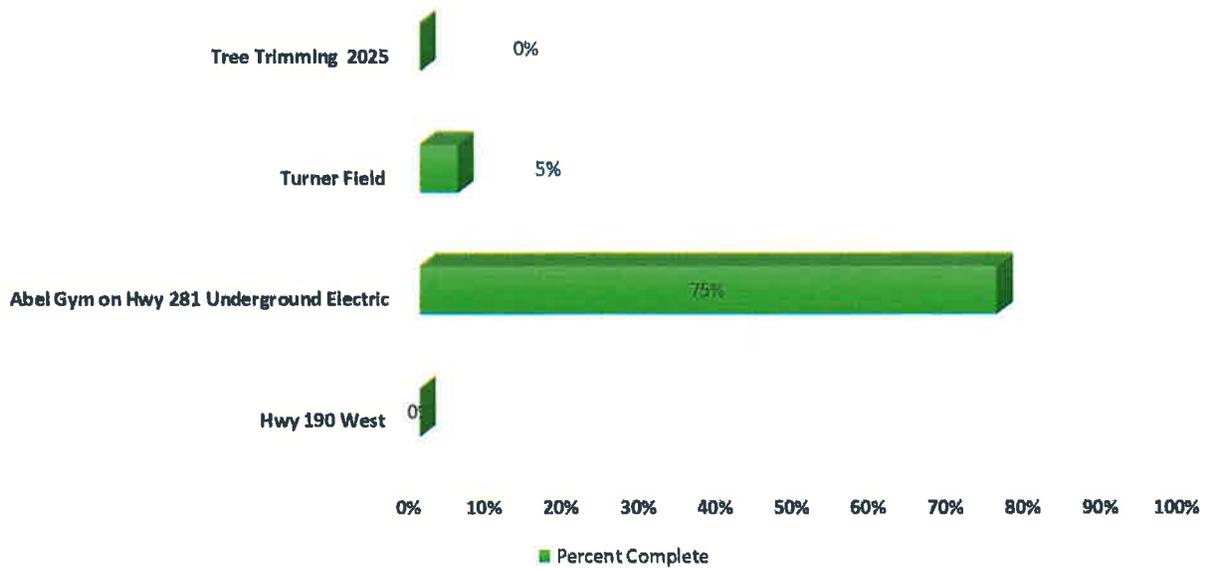


Electric Department

Pole Installation

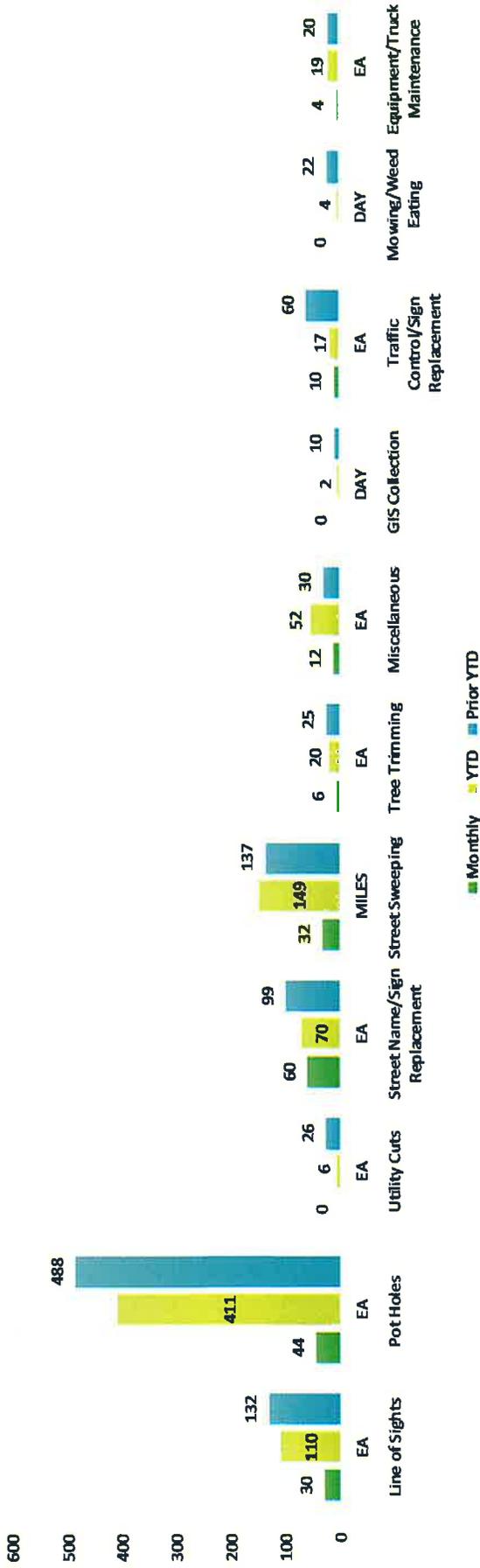


Projects

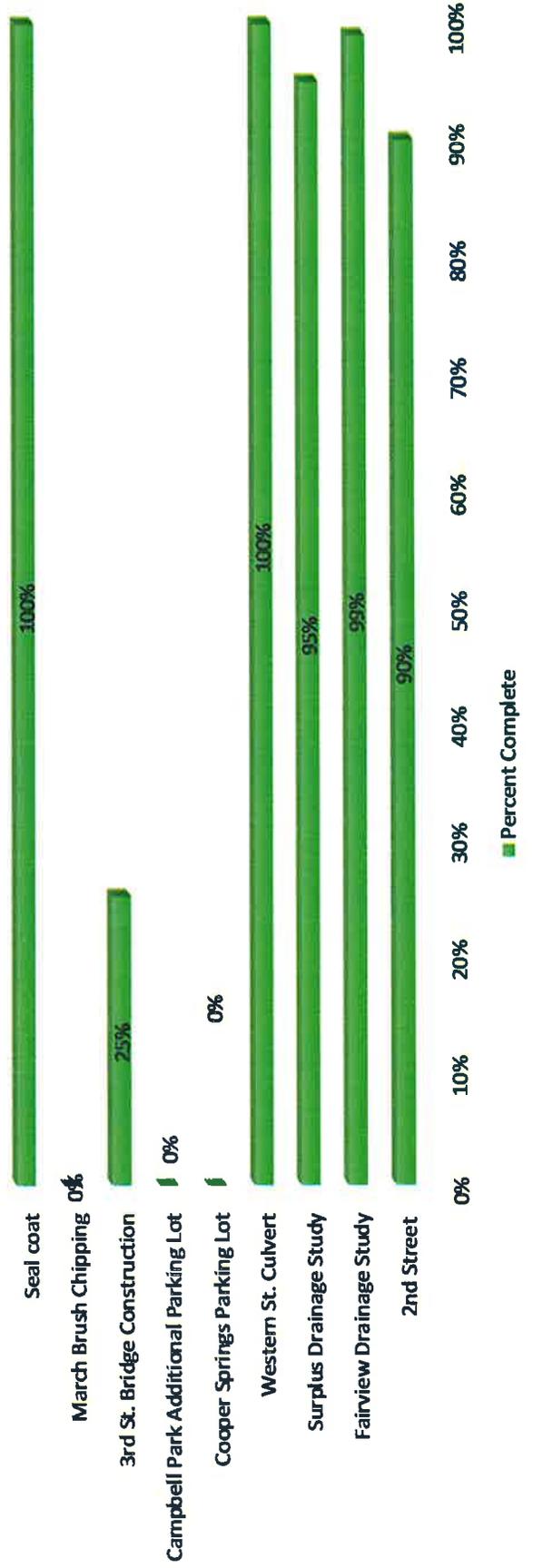


Street Department

Work Orders



Projects



Memo



To: Van Sims (W/WW Op Manager)
From: Brandon Kepler (W/WW Supervisor)
Date: Friday, February 21, 2025
Re: January 2025 Monthly Report

Water Distribution

- Wastewater Plant Operators are performing the Monthly Dead-end Flushing starting this month.
- Resolved 3 Customer Service issues.
- Resolved 6 Water leaks.
- Installed 0 Water Taps.
- Resolved 2 Misc. Work orders.
- Completed 71 Line Locates.
- Completed 58 Service Line Inspections for Lead and Copper.
- Resolved 2 Fire Hydrant Maintenance Work order.
- Special note: Jacob, Anthony, and Kade are continuing the Fire Hydrant supply main install to the Hostess House.
- Construction: Richard and Glen installed a 2" water line from Mills St. down Brown St. to 4th St. to replace the water service that crosses 4th St. We are removing the old water tap in 4th St. once we have the TXDOT permit approval.

Wastewater Collection

- Resolved 1 sewer back-up.
- Installed 1 Sewer tap.
- Completed 1 Lift Station Maintenance Work orders.
- Special notes: None

Work Order Totals

- COMPLETED 0 ROUTING FORM
- COLLECTED 0 BAC Ts
- FLUSH WATER LINE – 2
- WATER TAPS - 0
- WATER LEAK-6
- WATER METER MAINTENANCE - 1
- SEWER TAPS – 1

INFORMATION SYSTEMS WEEKLY REPORT (continued)

- SEWER BACK UPS - 1
- WATER METER SWAPS - 1
- METER SETS - 0
- MISC PLUMBERS - 2
- CUSTOMER SERVICE - 3
- Fire Hydrant Maintenance - 2
- LINE LOCATES - 71
- SERVICE LINE INSPECTIONS-58
- LIFT STATION MAINTENANCE-1
- LIFT STATION INSPECTIONS - 310
- TOTAL COMPLETED W/WW WORK ORDERS - 149



Memo

To: City Manager Erin Corbell

From: Police Chief Jody Cummings

Date: January 3, 2025

Re: Police Department Monthly Report – January 2025

1. Chief of Police Jody Cummings attended two regular City Council Workshops and the Regular Meeting.
2. Chief Cummings attended one Directors' meeting.
3. Chief Cummings completed the annual Racial Profiling Report and submitted it to the state.
4. Chief Cummings presented the annual Racial Profiling Report to the city council.
5. Chief Cummings attended Sheriff David Parker's swearing-in get-together.
6. Assistant Chief Charlie Boswell attended the annual CTCOG Grant Workshop.
7. Patrol Lieutenant Chuck Montgomery attended Copperas Cove PD's Training Board Meeting.
8. Lt. Montgomery attended CTC Police Academy's orientation with Cadet Justin Loudenslager.
9. Cadet Justin Loudenslager began the CTC Police Academy.
10. LPD SROs supported LISD's 8th Grade Winter Dance.
11. Chief Cummings and AC Boswell attended a "Chief's Meeting" at the Lampasas County SO.
12. Chief Cummings and AC Boswell attended a law enforcement luncheon in Lometa hosted by our local Texas Ranger.
13. Chief Cummings, AC Boswell, and Lt. Montgomery attended a Spring Ho meeting.
14. Dispatcher Shaka Powell celebrated her 1-year anniversary with the department.
15. Patrol Sergeant Jonathan Rinehart celebrated his 1-year anniversary with the department.
16. Patrol Officer Isaac Alford celebrated his 1-year anniversary with the department.
17. Patrol Officer John Reza celebrated his 3-year anniversary with the department.
18. Patrol Officer Jameson Varnado celebrated his 3-year anniversary with the department.

Memo



To: Chris Eicher, Parks & Recreation Director
From: Lupe Charping, Parks Secretary
Date: February 19, 2025
Re: Monthly Report – January 2025

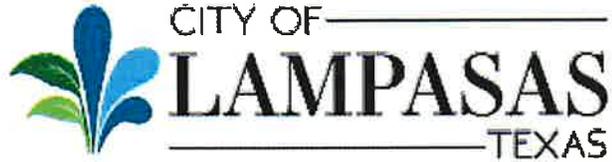
Parks & Recreation

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 January 8, 2025
- Created and posted agenda for the Parks Advisory Board
- Attended and took minutes for the Parks Board Meeting on January 16, 2025
- 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
- Continued updating Airport Lease Agreements

Memo



To: Chris Eicher, Parks and Recreation Director
From: Jessie Acosta
Date: February 19, 2025
RE: Monthly Report-January, 2025

Parks and Recreation

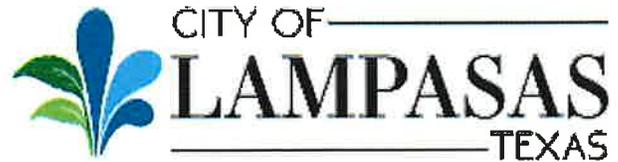
Daily Activities

- 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

- Takedown/disassemble all Christmas lights, displays, and decorations from Brook Park; repair them as needed and store them at the park shop
- Prepare all parks department properties and buildings from freezing weather(2x)
- Improve the entrance and parking area at the park shop
- Apply Herbicide on weeds at all parks department properties
- Install new toolbox on sports facilities truck
- Mow, trim, and clean up grounds at Hancock Springs Pool
- Drain and clean Hancock Springs Pool for the Polar Plunge
- Improve the drainage area on the east side of the park shop
- Rake and level mulch at Brook and Sueann playgrounds
- Blow off sidewalks and gazebos in all parks as needed
- Trim and edge around the City Hall complex
- Vehicle and equipment maintenance as needed
- Push mow and trim Library Park. Rake, bag and dispose of the leaves
- Trim and mow around Parks Shop
- Clean Park shop, restroom, breakroom (weekly)

Memo



To: Chris Eicher
From: Steven Knowlton
Date: February 19, 2025
Re: Monthly Report – January, 2025

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

- Changed oil on the SCAG mower
- Lubricated two mowers
- Recycled oil and filters
- Helped the Parks department take Christmas lights down

Goodrich Tennis Courts

- Cleaned concrete and mulched leaves (2x)

Gavin Garrett Soccer Complex

- Repaired old fence near field five
- Cleaned and reorganized storage building
- Assembled two soccer goals
- Reinstalled bathroom stall door
- Applied 1300 LBS of Preemergent
- Mowed/mulched leaves
- Irrigated grounds

Turner Complex

- Reattached fence to poles
- Installed yellow fence topper
- Applied 800 lbs. preemergent and irrigated fields
- Leveled dirt near playground
- Removed leaves and debris from WEAKS fence line then mulched leaves
- Trimmed behind HEB field
- Concreted two parking poles
- Replaced four handicap signs

580 Sports Complex

- Prepare both softball fields for an adult softball tournament
- Applied 2800 LBS of Preemergent
- Cut and remove limb near the entrance

Memo



To: Chris Eicher
From: Jacob Rivera
Date: February 19, 2025
Re: Monthly Report- January,2025

Cemetery

Brief Monthly Overview – Cemetery

- Weekly reports
- Cleared limbs on 11B and Block 6
- Repaired mower (Leaking hydraulic fluid)
- Marked graves for services
- Sold sites for upcoming services
- Dug cremation holes for two cremations
- Edged funeral areas on 3B and PCA
- Trimmed trees in the EAST entrance way(2X)
- Edged around the sprinklers on PCA and PCB
- Cleaned and sanitized office and trucks
- Logged reports of death/site sales
- Sifted dirt
- Cleaned and edged on EAST for service
- Filled in sunken graves
- Walked PCA and PCB for fallen vases and blown away flowers
- Cleaned trash and old flowers in the PCA area
- Dig/clean funeral area for services
- Marked area for headstones
- Prepared for funerals
- Assisted customers with future site purchases
- Verified graves for funeral home
- Picked up debris
- Researched grave for family

Memo

To: Erin Corbell, City Manager
From: Monica Wright, Director of Information Systems
Date: Thursday, February 6, 2025
Re: January Monthly Report



Information Systems

Service Tickets - Social Media - Website Stats

IT Service Tickets	200
Facebook Followers	8,639
Twitter Followers	808
Instagram Followers	440
Website Page Views	32,187

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	35	CradlePoint Routers	20
Time Clock	4	WatchGuard Dock	8		

January Projects Completed:

- Attended CJIS Awareness training monthly chat webinars
- Reviewed CJIS changes/plan for compliance
- Obtained quote for replacement WWW tablet/ordered
- Configured/replaced (1) WWW tablet/activated Verizon SIM
- Obtained quote for (2) replacement PD Toughbooks/ordered
- Configured/issued out (2) replacement PD Toughbooks
- Configured/installed License Plate Reader (LPR) software on PD laptops
- Configured/installed WWW mini PC
- Build out replacement pc for Parks-Sec/installed
- Obtained quote for (15) Microsoft Office 2024 STD licenses/ordered
- Configured/replaced (2) replacement EOL switches at PD
- Ordered/replaced IT Department cell phones
- Configured/issued out PD CID tablet
- Worked with SCADA vendor on software upgrades
- Renewed Microsoft relationship with Synnex365

February Projected Projects:

- Attend CJIS Awareness training monthly chat webinars
- Configure/install security camera at Golf maintenance shop
- Animal Shelter phone lines problems / move over to cellular
- Upgrade Meter Reader software to most current version
- Configure/replace (2) replacement EOL switches at IT
- Configure/install WatchGuard AuthPoint software on PD PC's
- Terminate (13) network cables at PD
- Configure/install (13) security cameras at PD
- Configure/install replacement Unifi NVR
- Configure/install replacement IT Dept file server
- Obtain quote for (10) replacement PCs/order
- Work with vendor and staff to prepare CJIS audit documents
- Demo AT&T phone solution with staff
- 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 2024 STD licenses *(completed)*
- Configure/replace (2) EOL switches at PD *(completed)*
- Obtain quotes/configure/replace (2) PD Patrol Toughbooks *(completed)*
- Configure/install License Plate Reader software on patrol toughbooks *(completed)*
- Configure/install security camera at Golf maintenance shop *(completed)*
- Configure/install WatchGuard AuthPoint software on PD PC's *(in progress)*
- Configure/replace (2) EOL switches at IT Building *(in progress)*
- Nextlink internet service at Parks 580 Sports Complex *(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
- 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 software solution
- 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)

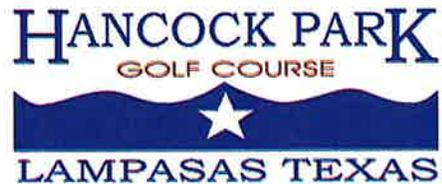
Daily/Weekly/Monthly Tasks:

- 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 (7) Library Laptops (EOL) (FY 25-26)
- Replace (2) WWW Laptops/Tablets (EOL) (FY 25-26)
- Replace (9) PD Laptops (EOL) (FY 25-26)
- Migrate Incode v.9 to Incode v.10 Cloud (FY 25-26)
- Migrate e-merchant solution to Tyler Web Payments (FY 25-26)
- Obtain quote/configure/replace Utility Billing & Municipal Court chip readers (FY 25-26)
- Core & Main water meter software upgrade (Neptune 360) (FY 25-26) (EOL)
- Replace Utility Billing Printronix printer (FY 25-26) (EOL)
- Replace City Watchguard Firewall (FY 25-26) EOL
- Replace PD Watchguard Firewall (FY 25-26) EOL
- Configure/setup Library PC/(2) receipt printers/(2) credit card readers/Incode (FY 25-26)
- City Website Re-Design (FY 25-26)
- EDC Website Re-Design (FY 25-26)
- Replace (10) EOL Switches (FY 25-26)
- Replace IT Building Mini Split (FY 25-26)



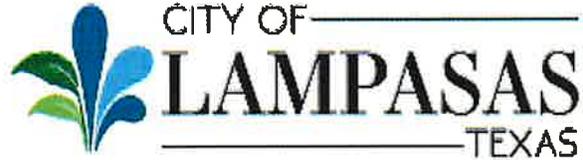
MEMO:

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

- Weekly mowing and maintenance procedures performed on an as needed basis on the golf course
 - Down to once, if not every one to two weeks, due to freezing temps
 - We are basically completely dormant with the exception of tee boxes
- Vertical mowing has stopped due to freezing temperatures
- We continue to 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 Dormant Green SC to ONLY GREENS
 - This is a stronger pigment retains heat longer, and gives the greens a much deeper green 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
- Applied a 3rd application of pre-emerge herbicide to all greens to aid in preventing “winter weeds”, in particular *Poa annua*
- Watering of Perennial Ryegrass has been adjusted to an as needed basis
 - We are currently 4 times per week
- 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

- Maintenance crew installed a newly constructed steel frame, as well as a new water line for a “fill Station at the maintenance shop
 - This will allow us to fill our sprayer in much more timely manner, and free up the other side of the shop so that maintenance equipment can be washed and cleaned
- Maintenance crew has started working on preventative maintenance on all equipment this winter, so that all equipment is “ready to go” this spring.
- Greens covers were used this month on two different occasions on #2 and #13 greens
 - This will protect these two greens during the freezing temperatures this winter
 - These two greens have been historically tough to manage greens in previous years
- Weather was hit of miss during the month of January; however, we had a busier month this year than we had in January of 2024. We had an approximate increase from 2024 to 2025.
 - January 2025 Greens Fee Totals = 429 Rounds (This does not include member play)
 - January 2024 Greens Fee Totals = 371 Rounds (This does not include member play)

Memo



To: Erin Corbell, City Manager, Honorable Mayor and City Council

Municipal Court

From: Lewann Turner, Court Clerk I

Date: Friday, February 21, 2025

Re: Monthly Report January 2025

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

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

New Cases	122
Convictions	105
Compliance Dismissals	50
Hrs. Community Service Completed	86
Total Dollar Amount CS	\$1,075.93
Waived for Indigency	\$3,886.90
Total Collected	\$25,707.07
Total kept by City	\$18,453.89

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City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action regarding a service agreement with Wastewater Transport Services, WWTS, for the amount of \$47,812.88 to remove sludge from the digester basin during the month of January while repairs to the belt filter press were being conducted.

Requested By: Van Sims, Water Wastewater Operations Manager

Submitted By: Van Sims, Water Wastewater Operations Manager

Date Submitted: February 16, 2025

For the Agenda of: February 24, 2025

Procurement and Funding Statement:

Wastewater treatment plant sludge removal services are budgeted through GL account 82-580-5399, Other Services. This emergency service will overextend GL account 580-5399 requiring staff to request a Line Item Transfer to continue normal operating sludge removal activities at the wastewater treatment plant.

Attachments: Invoice

Summary Statement:

Wastewater Transport Services was contacted to remove wet sludge from the treatment plant digestors after scheduled repairs to the belt press failed necessitating the contractor to return to Houston to re-manufacturer another roller and bearing adding an additional 6-8 week turn around. Staff had planned for the initial 7-day outage during repairs, but could not operate the plant effectively and maintain effluent discharge standards with the additional 6 week turn around requiring the services of WWTS.

Recommendation:

Staff recommends to approve the expenditure of \$47,812.88 to Wastewater Transport Services and authorize the City Manager to execute any necessary documents.



Invoice

11131564

1/31/2025

826 Linger Ln
 Austin TX 78721
 (512) 973-8484

Bill To:

City of Lampasas
 Attn: Accounts Payable
 312 E. 3rd Street
 Lampasas TX 76550
 United States

Service Location:

Lampasas WWTP
 100 Brown Street
 Lampasas TX 76550
 United States

Terms	Due Date	PO #	Sales Rep
Net 30	3/9/2025		House

Service Date	Manifest	Quantity	Item	Rate	Amount
1/6/2025	1359804 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/6/2025	1357746 BC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/6/2025	1358430 DW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/7/2025	1357749 BC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/7/2025	1358536 GA	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/7/2025	1349888 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/8/2025	1358753 VR	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/8/2025	1359808 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/8/2025	1358435 DW	6,500	Wastewater Treatment Plant Sludge Load (1:17 PM - 2:43 PM)		\$775.00
1/8/2025	DW	0.5	Hours - Additional Load Time	\$185.00	\$92.50
1/9/2025	1358186 VC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/9/2025	1358309 GP	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/9/2025	1358437 DW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/10/2025	1359811 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/10/2025	1359812 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/13/2025	1358195 VC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/13/2025	1359607 RC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/13/2025	1359726 DW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/14/2025	1358655 GA	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/14/2025	1359816 OW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/14/2025	1358444 DW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/15/2025	1359969 JGR	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/15/2025	1358704 GA	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/15/2025	1358170 OW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/15/2025	1358800 NL	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/16/2025	1359199 RC	6,500	Wastewater Treatment Plant Sludge Load (8:41 AM - 9:50 AM)		\$775.00





Invoice

11131564

1/31/2025

Service Date	Manifest	Quantity	Item	Rate	Amount
1/16/2025	RC	0.25	Hours - Additional Load Time	\$185.00	\$46.25
1/16/2025	1359023 OW	6,500	Wastewater Treatment Plant Sludge Load (8:41 AM - 9:50 AM)		\$775.00
1/16/2025	1359325 BC	6,500	Wastewater Treatment Plant Sludge Load (8:41 AM - 9:50 AM)		\$775.00
1/17/2025	1358132 BC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/17/2025	1359823 OW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/17/2025	1359795 WT	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/22/2025	1358363 JGR	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/22/2025	1375051 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/22/2025	1376778 RC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/22/2025	1357722 WT	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/23/2025	1359517 VR	7,000	Wastewater Treatment Plant Sludge Load		\$775.00
1/23/2025	1359541 VC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/24/2025	1375055 OW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/24/2025	1358270 VR	7,000	Wastewater Treatment Plant Sludge Load (8:58 AM - 10:26 AM)		\$775.00
1/24/2025	VR	0.5	Hours - Additional Load Time	\$185.00	\$92.50
1/27/2025	1375157 GP	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/27/2025	1358145 BC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/27/2025	1376811 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/27/2025	1375183 NL	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/27/2025	1358741 AW	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/28/2025	1375059 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/28/2025	1359409 VC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/28/2025	1358150 BC	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/29/2025	1376886 WT	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/30/2025	1375063 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/30/2025	1375088 GA	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/30/2025	1377012 WT	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/30/2025	1377276 VR	7,000	Wastewater Treatment Plant Sludge Load		\$775.00
1/31/2025	1377036 GA	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/31/2025	1376818 RF	6,500	Wastewater Treatment Plant Sludge Load		\$775.00
1/31/2025	1359418 VC	6,500	Wastewater Treatment Plant Sludge Load (8:58 AM - 10:35 AM)		\$775.00
1/31/2025	VC	0.75	Hours - Additional Load Time	\$185.00	\$138.75
		1	Environmental & Energy Recovery Fee		\$3,905.35
		1	Fuel Surcharge		\$1,687.53



Invoice

11131564
1/31/2025

Pay your bill online at:

www.wastewaterts.com

Customer ID: 114509

Remit To: 826 Linger Ln, Austin, TX 78721

For more information on fees and surcharges click [here](#).

Invoice Total \$47,812.88

Invoice Balance \$47,812.88

Thank you for doing business with us!
We know the world is full of choices.
Thanks for choosing us!

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

Subject:

Discussion and possible action regarding request from the Lampasas County of Lampasas Rodeo Association for Hotel Occupancy Tax funds in the amount of \$10,000.00 for event expenses related to the Riata Roundup Rodeo on April 23-26, 2025

Requested By: Alexis Thompson, County of Lampasas Rodeo, Assoc.

Submitted By: Becky Sims, City Secretary

Date Submitted: February 21, 2025

For the Agenda of: February 24, 2025

Procurement and Funding Statement:

HOT Fund Account 40 for FY 2024/2025.

Attachments: HOT Fund Request Form & Advertising Plan

Summary Statement:

The attached request is eligible for HOT funding. The City has supported the Riata Roundup for several years. This year the Rodeo and BBQ events will be handled by separate organizations. The HOT funds requested will be used to advertise and promote the event, bringing tourists to Lampasas, and to cover operational costs to host the Riata Roundup Rodeo. Some items include but are not limited to hotel rooms for the contracted rodeo company/producer (Diamond Cross Rodeo Co.), security, stands, restrooms and marketing.

Recommendation:

To consider a motion to approve HOT funds in the amount of \$10,000.00 for event expenses related to the Riata Roundup Rodeo on April 23-26, 2025.

HOTEL OCCUPANCY TAX USE GUIDELINES UNDER TEXAS STATE LAW AND FUNDING APPLICATION FORM

State Law: By law of the State of Texas, the City of Lampasas collects a Hotel Occupancy Tax (HOT) from hotels, motels, and bed & breakfasts and inns. Per Chapter 351, Texas Tax Code, there is a two-part test that every expenditure must pass to be valid.

- A. The expenditure must directly enhance and promote tourism the convention and hotel industry.
- B. The expenditure must clearly fit into one of the seven statutory categories for expenditure of local hotel occupancy tax revenues:
 - 1. Convention Centers and Visitor Information Centers
 - 2. Registration of Convention Delegates,
 - 3. Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry,
 - 4. Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry
 - 5. Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry
 - 6. Sporting Event Expenses that Substantially Increase Economic Activity at Hotels
 - 7. Enhancement and upgrading of existing sport facilities or fields

City Policy: The City of Lampasas accepts applications from groups, businesses and organizations whose program fits into one or more of the above categories. All requests for funds should be submitted in writing accompanied by the official application at least 60 days prior to the event or request for funds. The application will be reviewed by the Lampasas City Council at the earliest possible regularly scheduled meeting. The applicant may be asked to be present at the meeting to answer any questions regarding the application. Applicants will be notified one week prior to the meeting of the time and place for the review. The Lampasas City Council will make the final decision regarding any requests for Hotel Occupancy expenditures.

Eligibility and Priority for Hotel Tax Funds: Priority will be given to those events and entities based on their ability to generate overnight visitors to Lampasas. If an event will not generate any meaningful hotel night activity, it is not eligible for

receipt of hotel occupancy tax funds. Events can prove this potential to generate overnight visitors by:

1. *historic information on the number of room nights used during previous years of the same events;*
2. *current information on the size of a room block that has been reserved at area hotels to accommodate anticipated overnight guests attending the event requesting hotel tax funds;*
3. *historical information on the number of guests at hotel or other lodging facilities that attended the funded event or facility; and/or*
4. *examples of marketing of the activity, event, or facilities that are likely to generate encourage overnight visitors to local lodging properties.*

Use of Local Vendors: The City of Lampasas encourages all event organizers to patronize local businesses for food, supplies, materials, printing, etc.

Use of Revenues from Event: A portion of the revenues from any event and/or project receiving any type of funding assistance from the HOT funds should be channeled back into the future costs of operating that same event or the continued operation of the project.

Supplemental Information Required with Application:

- Proposed Marketing Plan for Funded Event
- Schedule of activities, events or facility programs relating to the request

Funded Projects or Events will be required to submit a Post Event Report with invoices for reimbursement within 60 days of the conclusion of the event.

Submit to: Becky Sims, City Secretary
312 E. Third Street
Lampasas, TX 76550
bsims@cityoflampasas.com
Phone: 512-556-6831

Application

Organization Information

Today's Date: 02/20/2025

Name of Organization: County of Lampasas Rodeo Association

Address: PO Box 1501 City, State, Zip: Lampasas Tx 76550

Contact Name: Alexis Thompson

Contact Phone Number: 210.897.9263

Web Site Address for Event or Sponsoring Entity

www.lampasasrodeo.com

Is your organization: Non-Profit Private/For Profit

Tax ID # 99-2049090 Entity's Creation Date: March 2024

Purpose of your organization:

Promotes western heritage, youth programs, and community events at the arena that attracts visitors to Lampasas County.

Name of Event, Project or Facility Riata Roundup Rodeo

Date of Event or Project: April 23-26, 2025

Primary Location of Event or Project: 580 Sports Complex

Amount Requested: \$10,000

How will the funds be used?

The HOT Funds will be used to help cover operational and marketing cost for the Riata Roundup Rodeo. Some of these items include hotel rooms for the rodeo production company (Diamond Cross Rodeo Co.), security, additional stands for spectators, restrooms at the arena, and outside marketing.

Primary Purpose of Funded Activity/Facility:

To increase out of town visitors to come visit, shop, dine and stay in Lampasas during this 4-day event.

Percentage of Hotel Tax Support of Related Costs

25% Note Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

_____ Note Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax

_____ Note Percentage of **Staff Costs** Covered by Hotel Occupancy Tax

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities _____

Check Which Categories Apply to Funding Request and Amount Requested Under Each Category:

1. _____ **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation and maintenance of convention center facilities or visitor information centers, or both.

2. _____ **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrant;

3. X **Advertising, Solicitations, Promotional** programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.

4. _____ **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;

5. _____ **Historical restoration and preservation projects or activities or advertising and conducting solicitation** and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums;
6. X **Expenses including promotional expenses**, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the city or its vicinity.

Sporting Related Event Funding:

- If the event is a sporting related function/facility: How many individuals are expected to participate? The rodeo generally can have up to 300+ contestants daily. There will be additional participants for the Rodeo Queen Contest, mutton bustin, jackpot barrel race, and the county team roping starting from Wednesday to Saturday.
- If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county? Some of the Rodeo Queen contestants are from Burnet County. Majority of the rodeo contestants for the main performance and the jackpot barrel race will come from several other cities and surrounding areas.
- If the event is a sporting related function/facility: Quantify how the funded activity will substantially increase economic activity at hotel and motels within the city or its vicinity? The association already has 4 rooms booked at the local hotel starting Wednesday 4/23 for the event. Several contestants and spectators will be staying in motels for the 4 day event as well as dining, shopping, and fueling vehicles at our local businesses.

Questions for All Funding Requests:

How many years have you held this Event or Project; or how many years have you been operating the qualified facility: The event has been on going but this will be the Rodeo Association's first year putting the event on.

Expected Attendance: 5k+ people

How many people attending the Event or Project will use Lampasas hotels, motels or bed & breakfast? 40%

How many nights will they stay? 2-3 nights

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels? Per our contract with the rodeo producer we reserved 4 rooms for their staff.

Do your promotional materials and website note area lodging facilities that can host participants? _____(please attach copy if available)

Have you negotiated a lodging rate at any hotels for participants of your event? Yes_____

Please list other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

City	Month/Year	Assistance Amount	Number of Rooms Used
<i>Lampasas</i>	<i>2024</i>	<i>\$6976</i>	<i>Data Not Reported</i>
Lampasas	2023	\$7274	Data Not reported

How will you measure the impact of your event on area hotel activity?

Since our ticketing system will be electronic base we will be sending out a survey after the rodeo to see if people, stayed, shopped, and dined in town, where they came from etc to do an economic impact study.

Please list other organizations, government entities and grants that have offered financial support to your project: We will have sponsors and product donors for the event

Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Paid Advertising X Newspaper X Radio X TV _____

Press Releases to Media X Direct Mailing to out-of-town recipients

Other Radiogram

What areas does your advertising and promotion reach: Lampasas County and surrounding areas, Oklahoma, Texas, Louisiana including other rodeo events and contestants.families.

What number of individuals will your proposed marketing reach that are located in another city or county?Over 500k people through digital media pushes

If a permanent facility (e.g. museum, visitor center)

Expected Attendance Monthly/Annually: _____

Please note percentage of those in attendance that are staying at Area Hotels/Lodging Facilities: _____

Tr 2025 Riata Rodeo Expense	Category	Cost
Restrooms		\$2,100.00
Light Towers & Generator		\$3,100.00
Tents (1-20x40: \$400, 2-15x20: \$100)		\$600.00
Hotel Rooms		\$600.00
Portable Stands		\$3,000.00
Social Media	Advertising	\$200.00
Newspaper & Magaize	Advertising	\$1,250.00
Radio	Advertising	\$160.00
Elizabeth Kayde Designs	Advertising	\$750.00
Security		\$800.00
Rodeo Contractor		\$27,000.00
<i>2025 Riata Rodeo Expense</i>		\$xx
<i>2025 Riata Rodeo Expense</i>		\$xx
<i>2025 Riata Rodeo Expense</i>		\$xx
Total Expense		\$39,560.00

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