

**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, April 28, 2025
5:30 p.m. Workshop/Regular Session
*(regular session will begin immediately following workshop)***

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, April 28, 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 Water Conservation. *(pgs. 5-10)*
3. Discussion regarding Lampasas Economic Development Staff. *(pgs. 11-12)*
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
 - Storm's 75th Anniversary *(pgs. 13-14)*
 - Professional Municipal Clerks Week *(pgs. 15-16)*

	PUBLIC HEARINGS/CITIZEN COMMENTS 3-Minute Time Limit	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 April 14, 2025	17-22
3.0 CONSENT AGENDA		
3.1	Discussion and possible action to consider the second reading of an ordinance approving a request for a Specific Use Permit for property described as Lots 5, 6, 7, Block 79, Lampasas Springs Company 1 st Addition commonly known as 505 N. Summer Street, Lampasas Texas Lampasas County to allow for a new accessory unit above the existing garage.	PAGES 23-26
3.2	Discussion and possible action regarding the second reading of an ordinance to abandon, vacate and convey the 60' wide unimproved ROW north east of U.S. Hwy 183, in the S J Harrells Addition in Lampasas, Texas Lampasas County.	27-30

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> 1. Golf Course Monthly Report 2. Municipal Court Monthly Report 3. City Secretary Monthly Report 4. Utility Billing and Collections Monthly Report 5. Public Works Monthly Report for Electric, Streets, Water/Wastewater 6. Police Department Monthly Report 7. Building Official Monthly Report 8. Economic Development Monthly 9. Fire Department Monthly Report 10. Parks and Recreation Monthly Report 11. Information Systems Monthly Report 12. Library Monthly Report 	31-52
5.0	ROUTINE MATTERS	PAGES
5.1	CITY MANAGER'S OPERATIONAL REPORT <ul style="list-style-type: none"> • Hostess House • CIP • Airport • Pools • Staff 	53-54
5.2	MAYOR'S COMMENTS	N/A

6.0	UNFINISHED BUSINESS	N/A
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7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding approval of Storm's 75 th Anniversary Event at the 580 Sports Complex.	55-60
7.2	Discussion and acceptance of the FY 23/24 Audit.	61-62
7.3	Discussion and possible action concerning the approval, denial, or approval with modification(s) the renewal of the interlocal cooperation agreement for the purpose of the City providing "fee based" Fire Inspection and Investigation Services to the County of Lampasas	63-70

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:

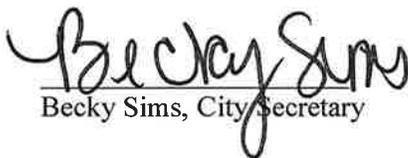
8.1	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties, or discipline of a public officer or employee; City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551
8.2	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties, or discipline of a public officer or employee; EDC Director; and other personnel matters as allowed by Texas Government Code, Chapter 551
8.3	Section 551.074 (personnel matters), to deliberate the appointment, employment, evaluation, reassignment, duties, or discipline of a public officer or employee; City Attorney; and other personnel matters as allowed by Texas Government Code, Chapter 551
8.4	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
8.5	Section 551.087 (economic development) (1) to receive and evaluate information received regarding the Brodie Estates Development Agreement, that include agreement terms, financial responsibility and any other matters pertaining to the development.
8.6	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 25 day of April 2025 at 1:45 pm


Becky Sims, City Secretary

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

Subject:

Discussion regarding Water Conservation.

Requested By: Myles Haider, Council Member

Submitted By: Erin Corbell, City Manager

Date Submitted: April 25, 2025

For the Agenda of: April 28, 2025

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

With the recent discussions, comments, and concerns about water usage and the new water restrictions, I believe it's crucial for us to explore actionable steps that homeowners can take now and strategies that new developments can implement to help us conserve water.

Here are some suggestions we should consider within the city limits:

- Tankless Water Heaters: These provide hot water on demand, reducing the water wasted while waiting for it to heat up.
- Restriction on St. Augustine Grass: This grass is one of the most water-dependent in Texas. Banning its use in new developments could significantly reduce water consumption. Replace with Bermuda or Zoysia grass.
- Aerators on Faucets: Installing aerators mixes air with water, reducing flow without compromising performance.
- Water-Efficient Appliances: Encouraging developers to opt for water-efficient appliances in new developments.
- Dual-Flush Toilets: Promoting the use of dual-flush toilets to reduce water usage.

Recommendation:

Discussion Only



About Us > Water Supply > Conservation > Conserving Water At Home

Conserving Water at Home

Conserving water in your home is simple. Most homes use a large amount of water in each of four areas: the bathrooms, the kitchen, the laundry room and outdoors. Making a few small changes can have a big impact on the amount of water available during a drought and the amount of money left in your pocket after the arrival of your water bill.

Tips for the bathroom:

- Replace showerheads with a more efficient low flow model. A new showerhead can save up to six gallons of water per minute.
- Place a plastic bag or bottle filled with water in your toilet tank to reduce the amount of water per fill.
- If you have a leak, fix it! Replace worn washers and valves on sinks and pipes. A leaking faucet can waste more than 3,820 gallons of water a year.
- Take showers instead of baths.
- Fill the sink with water instead of running it continuously while brushing your teeth or shaving.

Tips for the kitchen:

- Run the dishwasher only when fully loaded.
- Install faucet aerators, they cut the water use from the sink in half.
- When cooking, steam your vegetables instead of boiling them in a full pot of water. It's healthier and uses less water.
- Don't leave the water running while doing dishes; fill the sink with soapy water and rinse as needed.



Tips for the laundry room:

- Wash only full loads.
- Upgrade to a high efficiency washer. Most newer models use up to 40 percent less water and energy than a conventional washer.

Tips for outdoor use:

- Do not over-water your lawn. Set sprinklers for times when it is the coolest to avoid evaporation.
- Cover pools and spas to help against evaporation in the summer.
- Choose your plants wisely! Buy plants that are native and can take the heat waves. Click here for more information on xeriscaping.
- Don't cut your lawn too short. Longer grass absorbs water better than short grass.
- Use lots of mulch in your flower beds and around trees to help hold in moisture.
- If you wash your car at home, use a bucket of soapy water and a nozzle on the hose that you can turn on and off.



Choosing just two of the suggested changes above at your home will save you money and leave water for tomorrow's use.

OUTDOOR TIPS

Plant water-efficient, well-adapted, and/or native shrubs, trees, and grasses. Choose plants that are drought and heat tolerant and can survive the minimum winter temperatures in your area. In odd-shaped areas, use drought-tolerant groundcover instead of grass. Many cities provide lists of water-efficient plants.

Don't abuse the benefits of an automatic sprinkler system by over-watering. Set it to provide thorough but infrequent watering. Check sprinkler heads regularly to make sure they are working properly. Install rain shut-off devices and adjust sprinklers to eliminate coverage on pavement. For plants that need more water, use a hose or watering can to give them additional water.

Prevent evaporation of water. Water lawns early in the morning. Never water on windy days. Use drip irrigation systems for bedded plants, trees, or shrubs and use low-angle sprinklers for lawns. Cover pools and spas. This can save the equivalent of your pool volume each year!

Harvest the rain. Buy a rain barrel or a cistern and collect the water from your gutters to water your plants.

Use your water efficiently. Don't waste water by cleaning patios or sidewalks with it; use a broom.

Taller grass holds moisture better. Don't cut more than one-third of its length at one time. Don't scalp lawns when mowing during hot weather. Leave lawn clippings on the lawn instead of bagging.

Use lots of mulch around your shrubs and trees. It will retain moisture, reduce run-off, moderate soil temperatures, and help with weed control.

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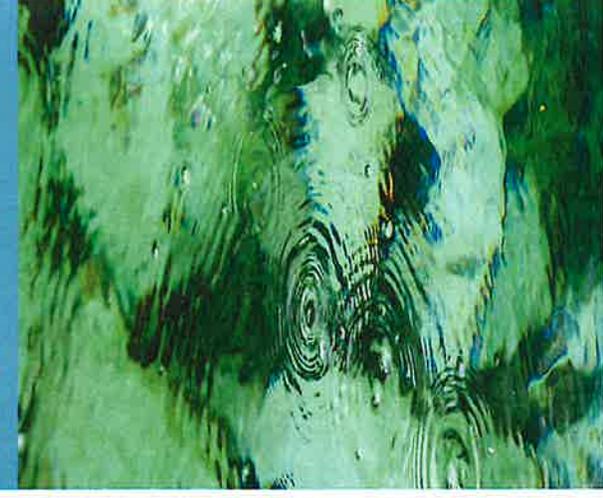
Don't over-fertilize! Get a soil kit to determine what nutrients your soil needs. If you apply fertilizer only in the spring and fall, your grass will be healthy, use less water, and require less mowing.

Use a car wash that recycles water. If you are washing your car at home, use a bucket of soapy water and a hose nozzle that shuts off the water while you scrub.

Did you know that as of September 1, 2013, all Texas homeowners can save water with drought-resistant landscaping? Some homeowner associations may require preliminary approval of any major changes to the landscape, but Senate Bill 198 (83rd Texas Legislature) prohibits an association from restricting a property owner's decision to make water-wise landscape choices.



WATER CONSERVING TIPS



USING WATER MORE EFFICIENTLY will not only save money but, more importantly, will protect the quality of life of current and future Texans.

With the vastness of Texas, it's easy to forget two important facts about our state: we are subject to frequent droughts and our population is projected to nearly double in the next 50 years.

To ensure that we have enough water for current and future Texans, we need to reduce the amount of water we waste. A few small changes in your water use habits can make a huge difference in water savings.


**Texas Water
Development Board**
www.twdb.texas.gov

P.O. Box 13231
Austin, Texas 78711-3231

WATER IQ
Know your water.
www.wateriq.org

Visit the following website for additional information.

www.epa.gov/watersense

rev. 05/14

POSSIBLE WATER SAVINGS

- High-efficiency toilets, water-efficient washing machines, rainwater harvesting systems, and water-efficient landscaping can all help reduce household water demands.
- Water-efficient showerheads and aerators for faucets can significantly reduce the amount of water you use. In fact, installing a water-efficient showerhead is one of the most effective water-saving steps you can take inside your house.
- Leaky faucets and toilets can waste thousands of gallons of water monthly, and they are inexpensive to fix.
- Outdoor water use can account for more than 30 percent of total home water use. With proper management, you can have a beautiful, healthy landscape and reduce your water use significantly. This can amount to hundreds of dollars in savings a year in water and wastewater costs.



INDOOR TIPS

Bathroom

- Replace your showerhead with a water-efficient model.
- Get in the shower as soon as the water becomes warm enough.
- Take short showers.
- Reduce the level of water used in a bathtub by half, or better yet, take a short shower.
- Turn off the water while you are shaving. Fill the sink with an inch of hot water instead of letting the water run continuously.
- Replace your old toilet with a high-efficiency toilet that uses 1.3 gallons per flush.
- Check toilets for leaks. Simply take the top off of your toilet tank and add a few drops of food coloring or a dye tablet to the water in the tank. Do not flush the toilet. If the coloring appears in the bowl within a few minutes, the toilet has a leak that most likely can be fixed by replacing the flapper or rubber washer. Cheap fix, huge savings!
- Never use the toilet to dispose of trash.
- Don't waste water when brushing your teeth or washing your hands. Shut off the water until it's time to rinse.
- Look for the WaterSense label when installing or replacing plumbing fixtures. They are tested and certified to perform as well or better than their less efficient counterparts and on average are 20 percent more water efficient.
- The next time you use one of these water-saving tips when you take a shower, wash your hands, brush your teeth, or flush the toilet, congratulate yourself for doing your part to help protect our precious water resources!

Kitchen

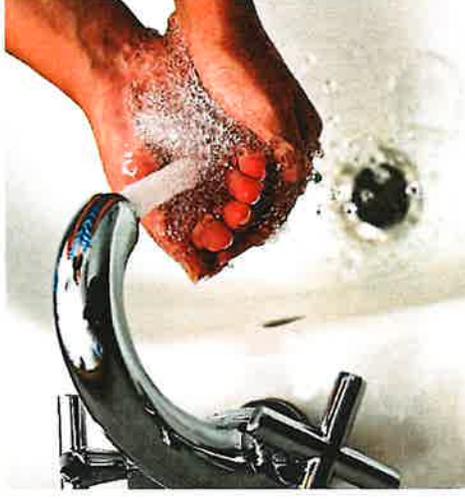
- Run the dishwasher only when full. This practice will save water, energy, detergent, and money. If your machine has a quick wash or light duty setting, use it!
- Install faucet aerators. You'll never notice the difference, and you'll cut your sink water consumption in half!
- Dry scrape dishes instead of rinsing. Your dishwasher will take care of the rest.
- Use garbage disposals sparingly. They can waste water unnecessarily.
- Soak pans rather than scrubbing them with the water running.
- Rinse your vegetables in a pan of cold water; it doesn't take gallons of water to get the dirt off.

Laundry room

- Wash only full loads.
- Use the lowest water level setting on the washing machine for light or partial loads whenever possible.
- Use cold water as often as possible to save energy and conserve hot water for uses that cold water cannot serve.
- Conventional washing machines can use up to twice as many gallons of water per load compared to high efficiency machines.

Additional tips

- Don't ignore leaky faucets; they are often easy and inexpensive to repair. Turn off the valve under the sink until you get around to repairing the leak. A slow drip can waste as much as 170 gallons of water each day and will add to your water bill.
- Know where your master water shut-off valve is in case a pipe bursts. Insulate hot water pipes. You won't waste water waiting for it to get hot, and you will save energy.
- Install water-softening systems only when necessary and, if you have one, save water and salt by running the minimum amount of regenerations necessary to maintain water softness.
- Replace water-to-air heat pumps and air conditioners with air-to-air if you are purchasing new units. They are just as efficient and do not waste water.
- Find other uses for water rather than letting it go down the drain. Use a bucket to capture water in the shower or sink while waiting for it to get hot, then use that water on your landscape.



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

Subject:

Discussion regarding Lampasas Economic Development Staff.

Requested By: Davis Keele, Council Member

Submitted By: Erin Corbell, City Manager

Date Submitted: April 25, 2025

For the Agenda of: April 28, 2025

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

This item has been placed on the workshop agenda to discuss staffing needs for the Lampasas Economic Development Corporation.

Recommendation:

Discussion Only

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PROCLAMATION
Storm's Restaurant 75th Anniversary



WHEREAS, the Lampasas City Council and Mayor recognize the extraordinary contributions that Storm's has made throughout the community since 1950, when Dairy Cue Eats opened its door on Key Avenue;

WHEREAS, in 1970, Storm's was born and has been a constant staple for the Lampasas community providing the same great menu with a few new treats;

WHEREAS, locals rave about the food and make sure it is one of their first stops when they come home to visit family; who doesn't love a Storm's Special;

WHEREAS, many local youth sports teams have celebrated their wins and losses with soft serve cones, milkshakes, frosted Dr. Pepper or possibly a Root Beer float, visiting Storm's for any occasion makes everything better;

WHEREAS, the Lampasas Community is better because of Storm's and proud to be a part of their 75th Anniversary;

WHEREAS, in recognition of their success and contribution to the City of Lampasas, we are pleased to rename the 580 Sports Complex as Storm's for the day of their event marked as September 13, 2025.

NOW, THEREFORE, I, Herb Pearce, Mayor of the City of Lampasas do hereby declare that the City Council of the City of Lampasas proclaim September 13, 2025 as Storm's Day and respectfully rename the 580 Sports Complex as the Storm's Complex for their event.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Seal of the City of Lampasas, Texas, to be affixed this 28th day of April, 2025.

Attest:

 Herb Pearce, Mayor

 Becky Sims, City Secretary

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Proclamation

56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
 May 4 - 10, 2025

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Herb Pearce, Mayor of Lampasas, do recognize the week of May 4 through 10, 2025, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Becky Sims, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this _____ day of _____, 2025

Mayor: _____ Attest: _____

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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, April 14, 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:

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

Council Members Absent

N/A

City Staff Present:

Erin Corbell, City Manager
Becky Sims, City Secretary
Monica Wright, IT Director
Kayleigh Stanley, Executive Secretary
Jody Cummings, Police Chief
Joe Adams, Fire Chief
Wayne Sanders, Electric Superintendent
Electric Crew Members
Joe Schwartzter, Animal Control Officer
Kasey Schwartzter, Animal Shelter Supervisor
John McElroy, Public Works Director
Robyn White, Permit Technician

WORKSHOP SESSION

5:30 p.m.

1. Call to order Workshop Session

Mayor Pearce called the workshop session to order at 5:33 p.m.

2. Discussion regarding the FY23/24 Audit.

Nathan White, Singleton, Clark and Company presented the City of Lampasas Annual Finance Audit for fiscal year ending September 30, 2024. Mr. White highlighted various areas of the audit, such as, schedule of findings, governmental fund balance, net position, and proprietary funds. The audit showed a healthy fund balance. The schedule of findings shows the type of audit report issued as unmodified, no material weaknesses or significant deficiencies identified.

Council will be asked to consider acceptance of audit at a future meeting.

3. Discussion regarding the proposed Lampasas and Burnet County Rail Line.

Erin Corbell, City Manager presented the resolution that Lampasas County approved in opposition of the rail line. Ms. Corbell read the resolution and advised that Council will have the opportunity to take formal action during the regular agenda. Today is the last day for Council to respond during this initial review period.

4. Discussion regarding any item on the regular agenda

There were no items discussed.

5. **Adjourn Workshop Session**

Council member Mayor Pro Tem Morris moved to adjourn workshop at 5:49 pm, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried.

REGULAR SESSION

A. **Call to Order** - *Mayor Pearce called the regular session to order at 5:49 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**

- *Fair Housing Month*
- *Lineman Appreciation Day- April 18th*
- *National Library Workers Day- April 8th*
- *National Library Week- April 6-12th*
- *National Animal Control Officer Appreciation Week- April 13-19th*
- *National Public Safety Telecommunicator Week- April 13-19th*

D. **City Events**

- *Teddy Bear Tea Party-Lampasas County Museum- April 19th 2:00-3:00 pm*
- *Riata Round-up LTX BBQ Fest- April 24-April 26*
- *CYSA Garage Sale- April 26th 8:00-2:00 pm*
- *LHS Princess Party- April 26th @ 9:00 am*
- *Indie Bookstore Day @ Hester's April 26th 10:00 am*
- *DEA Drug Take Back Day (LPD) - April 26th*

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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Eddie Bowden with Forward Lampasas provided their next meeting date as Friday April 18 at 12:00 P.M at the Campbell Park Pavilion and Friday, May 30 at 12:00 P.M. tentatively scheduled at Tyson's Corner Retreat.

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 consider a Specific Use Permit for property described as Lots 5, 6, 7, Block 79, Lampasas Springs Company 1 st Addition commonly known as 505 N. Summer Street, Lampasas Texas Lampasas County to allow for a new accessory unit above the existing garage.
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Mayor Pearce opened the public hearing.

Mrs. Sims, City Secretary, presented the following:

Ms. Linda Ball, property owner is asking the Commission to consider a request for a Specific Use Permit to allow for an above garage accessory unit. The property is zoned Single Family Residential-10 "SF-10" and the area surrounding this property is zoned Single Family Residential-10 "SF-10".

The Comprehensive Plan defines this area as urban residential.

All notifications and publications, as required by Ordinance and Statute, have been made. Staff mailed (30) thirty notices to property owners within 200 feet of the applicant's property, as of the date of this report no letters in favor or in opposition has been received.

This request was heard by the Planning Commission at the April 3, 2025 meeting and they did recommend approval.

With no citizen comments, the public hearing was closed.

1.4	Public hearing to receive citizen comments regarding a request to abandon the 60' wide unimproved ROW north east of U.S. Hwy 183, in the S J Harrells Addition in Lampasas, Texas Lampasas County.
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Mayor Pearce opened the public hearing.

Ms. Sims City Secretary presented the following:

Deorald and Melodie Finney, owner is asking the City's Planning Commission and City Council to consider granting a request to abandon the 60' wide unimproved Right-of-Way, referred to as Spring Avenue in the SJ Harrells Plat dated 1883 located north east of U.S. Hwy 183, adjacent to 2429 S US Highway 183 in Lampasas, Texas Lampasas County.

Staff verified no city utility conflicts regarding water, sewer or electric for this request. Notices were mailed to ATMOS, Suddenlink, Nextlink and AT&T as required, with no opposition to the request.

Mr. Finney owns the surrounding parcels.

Thirteen (13) letters were also sent to property owners within 200 ft of property, with none returned in favor or opposition of the request.

This request was heard by the Planning Commission at the April 3, 2025 meeting and they did recommend approval.

With no additional citizen comments, the public hearing was closed.

2.0	MINUTES
2.1	Discussion and possible action regarding approval of minutes of the Regular Meeting held on March 24, 2025

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

3.0	CONSENT AGENDA
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3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from March 1, 2025- March 31, 2025
3.2	Discussion and possible action regarding the second reading of an Ordinance to receive citizen comments to amend Appendix A (Fee Schedule), Chapter 62 (Solid Waste), Article III, Billing, Rates and Fees related to the collection of Solid Waste
3.3	Discussion and possible action to approve the second reading of an Ordinance amending Lampasas Code of Ordinances, Appendix A -Fee Schedule Chapter 54 Parks and Recreation, G. Golf Course Fees.
3.4	Discuss and consider approval of the second reading of a resolution approving a Lampasas Economic Development Corporation (“LEDC”) Workforce Development Training Grant for Lampasas County Higher Education Center in the amount of \$20,000.

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

4.0	BOARDS/DEPARTMENT REPORTS
	<i>N/A</i>

5.0	ROUTINE MATTERS
5.1	<p>City Manager Operational Report</p> <p><i>Wayfinding</i> <i>Southwest Monument & Sign is scheduled to be on site Monday, the 14th, to begin marking locations for signs so crews can perform line locates. Scheduled to begin setting stubs on April 21st.</i></p> <p><i>HR</i> <i>The city has received significant interest in the airport manager position, which is currently allocated to be a part time position. We will begin scheduling interviews soon. We’ve received 22 applications for lifeguards for pool season. Staff is working on a training schedule, which will begin soon.</i></p> <p><i>Fire Department</i> <i>Chief Joe Adams has announced his intent to retire May 30th. Chief Adams has faithfully served the City of Lampasas since 2001, and we are grateful for his service to the community.</i></p> <p><i>Hostess House</i> <i>LOC has been on site to begin their structural review of the Hostess House, with follow up on site visits scheduled this week. We anticipate a final report at our next City Council meeting, with representatives in attendance.</i></p> <p><i>Stage 1</i> <i>Brazos River Authority announced on April 3, 2025 that Stage 1- Drought Watch has been implemented. They have asked that customers obtaining water supply from any of the affected reservoirs activate their Drought Contingency Plan. As of Friday, April 11, the City of Lampasas has implemented Stage 1 to include public education efforts and notification via all social media platforms. The BRA memo is attached for more detailed information.</i></p>

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 Hernandez moved to select option #1 of the website photo contest, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding Woofstock Event at WM Brook Park on May 3, 2025 from 10:00- 4:00 pm.
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Council member Pratus moved to approve the Woofstock Event at WM Brook Park on May 3, 2025 from 10:00 – 4:00 P.M, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried.

7.3	Discussion and possible action to consider approval, denial or approval with modifications a request to consider a Specific Use Permit for property described as Lots 5, 6, 7, Block 79, Lampasas Springs Company 1st Addition commonly known as 505 N. Summer Street, Lampasas Texas Lampasas County to allow for a new accessory unit above the existing garage.
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Council member Pratus moved to approve a request to consider a Specific Use Permit for property described as Lots 5, 6, 7, Block 79, Lampasas Springs Company 1st Addition commonly known as 505 N. Summer Street, Lampasas Texas Lampasas County to allow for a new accessory unit above the existing garage, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding a request to abandon the 60' wide unimproved ROW north east of U.S. Hwy 183, in the S J Harrells Addition in Lampasas, Texas Lampasas County.
-----	--

Council member Hernandez moved to approve a request to abandon the 60' wide unimproved ROW north east of U.S. Hwy 183, in the S J Harrells Addition in Lampasas, Texas Lampasas County, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the proposed Lampasas and Burnet County Rail Line.
-----	---

Mayor Pro Tem Morris moved to sign the resolution in opposition of the Lampasas and Burnet County Rail Line, the motion was seconded by Council member Hernandez, with a unanimous vote, the motion carried.

Adjourn into Executive Session

Council member Haider moved to adjourn into executive session at 6:33 pm, 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:

- *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 551.071 (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*

Adjourn executive session and reconvene Regular Session

Council reconvened Regular Session at 8:03 pm

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

There was no action taken on items discussed during executive session.

Adjourn

Mayor Pro Tem Morris moved to adjourn at 7:52 pm, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2025.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary

EC

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 to consider a Specific Use Permit for property described as Lots 5, 6, 7, Block 79, Lampasas Springs Company 1st Addition commonly known as 505 N. Summer Street, Lampasas Texas Lampasas County to allow for a new accessory unit above the existing garage

Requested By: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: April 10, 2025

For the Agenda of: April 28, 2025

Procurement and Funding Statement:

N/A

Attachments: Ordinance

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a request to approve the second reading of an Ordinance for a Specific Use Permit for property described as Lots 5, 6, 7, Block 79, Lampasas Springs Company 1st Addition commonly known as 505 N. Summer Street, Lampasas Texas Lampasas County to allow for a new accessory unit above the existing garage.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW FOR AN ACCESSORY UNIT IN AN AREA ZONED SINGLE RESIDENTIAL FAMILY-10 "SF-10" LAMPASAS SPRINGS COMPANY 1ST ADDITION, DESCRIBED AS LOTS 5, 6, AND 7, BLOCK 79, SPECIFICALLY LOCATED AT 505 N SUMMER STREET LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS' ZONING MAP REFLECTING SAME; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Ms. Linda Ball, property owner is asking for consideration of a Specific Use Permit to allow for an above garage accessory unit for property described as Lots 5, 6, 7, Block 79, Lampasas Springs Company 1st Addition commonly known as 505 N. Summer Street, Lampasas Texas Lampasas County; and

WHEREAS, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the Specific Use Permit request was mailed 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 April 3, 2025, by the Planning & Zoning Commission regarding the request for a Specific Use Permit by the Applicant; 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 April 14, 2025, by the City Council regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the requested Specific Use Permit to allow for an "Accessory Unit" located in an area zoned Single Family Residential-10 "SF-10".

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

Part 1: That the Specific Use Permit requested by Ms. Linda Ball, property owner, for property described as Lots 5, 6, 7, Block 79, Lampasas Springs Company 1st Addition commonly known as 505 N. Summer Street, Lampasas Texas Lampasas County to allow for an "Accessory Unit" in an area zoned Single Family Residential-10 "SF-10" 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 the State of Texas.

Passed and approved the First Reading on the 14th day of April 2025.

Passed and Adopted on the Second Reading on the 28th day of April 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 vacate, abandon and convey the 60' wide unimproved ROW north east of U.S. Hwy 183, in the S J Harrells Addition in Lampasas, Texas Lampasas County.

Requested By: Becky Sims, City Secretary

Submitted by: Becky Sims, City Secretary

Date Submitted: April 10, 2025

For the Agenda of: April 28, 2025

Procurement and Funding Statement:

N/A

Attachments: Ordinance

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider approval of the second reading of an Ordinance to vacate, abandon and convey the 60' wide unimproved ROW north east of U.S. Hwy 183, in the S J Harrells Addition in Lampasas, Texas Lampasas County

ORDINANCE NO. _____

An Ordinance providing for the Close, Abandon, Vacate and Convey of the 60' wide unimproved ROW north east of US Highway 183, in the SJ Harrells Addition Lampasas, Texas, Lampasas County and the closing of such as a public thoroughfare; authorizing the City Manager to execute a Quit Claim Deed, providing for the terms and conditions of such abandonment, closing and transfer; and, calling a public hearing.

WHEREAS, Deorald and Melodie Finney, property owners have requested that the City of Lampasas close, abandon, vacate and convey the 60' wide unimproved ROW north east of US Highway 183, in the SJ Harrells Addition, Lampasas, Texas, Lampasas County, being Exhibit "A," attached hereto, and

WHEREAS, written notice of this request for abandonment and a public hearing on same was provided in accordance with State laws; and

WHEREAS, upon considering the request a public hearing was held on April 3, 2025 before the Planning Commission of the City of Lampasas, and on April 14, 2025 before the City Council of the City of Lampasas and upon consideration of additional information pertaining to this request, the City Council now finds that the City and other utilities existing in the area of the street, and/or public right-of-way, will be sufficiently protected.

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

Part 1: That the street and/or public right-of-way in the town and County of Lampasas, being the 60' wide unimproved ROW north east of US Highway 183, in the SJ Harrells Addition, Lampasas, Texas, Lampasas, Texas is hereby abandoned, vacated and closed insofar as the right or title is concerned.

Part 2: That said street and/or public right-of-way is not needed for public purposes, and it is in the public interest of the City of Lampasas to abandon said described street, and/or public right-of-way.

Part 3: That the abandonment provided for herein shall extend only to the public right and title in and to the tracts of land described in PART 1 of this Ordinance, and shall be construed only to that interest the governing body of the City of Lampasas may legally and lawfully abandon.

Part 4: That the City Manager be authorized to convey the closed, abandoned, and vacated portion of the street as described and to execute any and all documents related to the conveyance.

PASSED AND APPROVED on the First Reading, on this the 14th day of April 2025.

PASSED AND ADOPTED on the Second Reading on this the 28th day of April 2025.

APPROVED:

ATTEST:

Herb Pearce, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

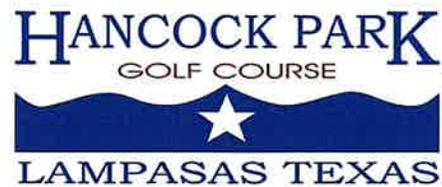
Jo-Christy Brown, City Attorney

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

EXHIBIT "A"
(Description of Property to be conveyed)



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MEMO:

To: Erin Corbell, City Manager
 From: Kris Morin, Golf Course Manager
 cc: City Council Members
 Date: April 11, 2025
 Re: Monthly Report, March 2025

- Weekly mowing and maintenance procedures performed on an as needed basis on the golf course
 - We have increased mowing frequency to twice (or more) a week with the increase in temperatures for our greens, fairways, approaches, and collars
 - Tees are being mown three (or more) times a week as the overseed is thriving in the current temperatures.
- Vertical mowing was performed weekly this month with the increase in temps, and it is helping with the grain and ball roll
- A light topdressing was performed this month during the weeks we had 80-degree temps
- A needle tine was implemented on all tee boxes and greens this month to aid in compaction and enhance root growth
- We continue to adjust irrigation run times for a spring 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 pigment to greens, fairways, approaches, and collars
- Monthly application of custom slow-release fertilizer (granular) tee boxes to aid in plant health for the overseeded areas
- Application of Ammonium sulfate (21-0-0) quick release fertilizer in conjunction with the custom fertilizer on tee boxes only
- Application of custom blend fertilizer (12-8-16) was applied to all greens
- A post-emerge weed application was applied to all greens this month to “clean up” any Poa annua that is emerging
- A pre-emerge application was made to the entire golf course to aid in weed prevention for warm season grasses
 - Agro-Tech helped us make this application to all areas outside of the greens, tee, and fairways

- A monthly application of root and soil enhancer
- Application of monthly fungicide applications, to aid in disease prevention
- A bi-monthly application of insecticide was applied to greens to prevent detrimental insects
- 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
- Applied sand to bad areas on the edges of greens to aid in recovery before winter dormancy
- Maintenance crew did a thorough “leaf cleaning” and “leaf mulching” throughout the course
- Maintenance crew repaired several old irrigation heads, as the internals were worn, and the entire heads needed to be replaced
- Maintenance crew made a repair to the main pump station intake line, as it froze up the week, we encountered single digit temperatures
- Maintenance crew repaired several satellite boxes as they are becoming outdated, and circuit boards and breakers are starting to wear out
- 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
- The maintenance crew continued our winter “tree project” which included the removal of several dead trees on the course, as well as the selective removal of numerous large limbs around 14, 15, 16, and 17 greens.
 - The goal of this tree and limb removal, is to promote the overall health of the grass on the greens that were being affected in a negative manner due to the shade the trees were causing.
- The maintenance crew repaired and regraded the “easement” road that runs between #2 and #3 to the Clark residence
- Re-striping of the Pro Shop parking lot
- Weather was a bit unpredictable during the month of March; we had some days where we had 70–80-degree temperatures.
- We hosted the Mad Dog tournament this year, which filled up in less that two weeks. We had 150 players, and the golf course profited \$15,000 that weekend on rounds of golf alone.
- We had an increase in 2025 compared to 2024 of approximately 14%.
 - March 2025 Greens Fee Totals = 1,313 Rounds (This does not include member play)
 - March 2024 Greens Fee Totals = 1,127 Rounds (This does not include member play)



CITY SECRETARY DEPARTMENT/ MARCH 2025 MONTHLY REPORT

Brief Monthly Overview of Department Employees:

Becky Sims, City Secretary/Zoning Administrator

- Assisted the City Manager and Building Department with daily operations.
- Attended a Cities & Free Speech webinar on March 5, 2025.
- Attended the CenTex Sustainability Proclamation Signing on March 6, 2025.
- Prepared and posted packet, attended and took minutes for the Planning Meeting on March 6, 2025.
- Attended a Code Enforcement webinar on March 12, 2025.
- Attended a meeting with Bureau Veritas on March 13, 2025.
- Prepared and posted packet, attended and took minutes for the March 17th and March 24th City Council Meetings.
- Prepared and posted packet, attended and took minutes for the Zoning Board of Adjustments meeting on March 18, 2025.
- Posted packet, attended and took minutes for the LEDC Meeting March 19, 2024.
- Assisted with an informational meeting for landowners affected by TXDOT project on March 20, 2025.
- Attended a meeting with Frontier Solutions on March 25, 2025.
- Prepared and hosted CYSA meeting on March 27, 2025.
- Worked with RCI for records retention.
- 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

- 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
- Assisted the City Manager and Building Department with daily operations.
- Attended a Cities & Free Speech webinar on March 5, 2025.
- Attended the CenTex Sustainability Proclamation Signing on March 6, 2025.
- Attended and took minutes for the Planning Meeting on March 6, 2025.
- Attended a Code Enforcement webinar on March 12, 2025.
- Attended a meeting with Bureau Veritas on March 13, 2025.
- Attended the March 17th City Council Meeting.
- Attended and took minutes for the Zoning Board of Adjustments meeting on March 18, 2025.
- Attended and took minutes for the LEDC Meeting March 19, 2024.

To: John McElroy
 From: Carlos Garcia
 Date: Friday, April 25, 2025
 Re: March monthly

Street Department

Line of Sights	25 EA
Pot Holes	55 EA
Utility Cuts	3 EA
Street Name/Sign Replacement	12 EA
Street Sweeping	32 MILES
Tree Trimming	10 EA
Miscellaneous	9 EA
Traffic Control/Sign Replacement	6 EA
Mowing/Weed Eating	8 DAYS
Equipment/Truck Maintenance	4 EA

<i>Projects</i>	<i>Percent Complete</i>
2nd Street	99.9%
3rd St. Bridge Construction	25%
March Brush Chipping	100%

For the month of April, The street department will work on utility cuts, mowing and weed eating drainage ditches, and general street maintenance.

Memo



To: Becky Sims
From: Wayne Sanders
Date: Friday, April 25, 2025
Re: Monthly Report – February 2025

Electric Department

Brief Monthly Overview – Electric Department

187 Work Order completed (294Hrs.)

17 Tree Trimming (88 Hrs.)

126 Locates

2 Temp Services

7 Service upgrades

Projects (185.5 Hrs.)

Hwy 190 W TxDOT relocation meeting and stake line for approval

Tree Trimming (172 Hrs. including workorders)

Electric System Information (83.5Hrs.) Pole tag electric system project

Operations and Maintenance (557.5Hrs.)

10 Lights changed to LED

2 New poles ,Cr 1025

7 Poles replaced in system , Cr 1025 & Cr 3420

1 Service pole

Overtime Callouts (13 Hr.)

1 customer side

2 trees

1 weather

1 Cable down

Able Gym



Wind Storm





MEMORANDUM

To: City Manager Erin Corbell

From: Police Chief Jody Cummings

Date: April 16, 2025

Subject: Police Department Monthly Report – March 2025

Dear City Manager Corbell,

In addition to our separately reported monthly statistics, this report summarizes the activities and accomplishments of the Lampasas Police Department for the month of March 2025.

Key Activities and Updates:

1. **Leadership Engagement:** Chief of Police Jody Cummings attended two regular City Council Workshops and Regular Meetings, as well as two Directors' meetings.
2. **Interagency Collaboration:** Chief Cummings and Assistant Chief Charlie Boswell participated in a meeting hosted by the Texas Department of Public Safety Criminal Investigations Division (DPS CID).
3. **Community Partnerships:** Chief Cummings, Patrol Lieutenant Chuck Montgomery, and School Resource Officer John Reza attended the Hill Country 100 Club's Annual Banquet.
4. **Community Engagement:** Chief Cummings engaged with the community by reading to elementary school students at Taylor Creek Elementary School and participating in a television interview with Channel 25.
5. **Patrol Operations:** Patrol Lieutenant Chuck Montgomery hosted a patrol meeting.
6. **Investigative Unit:** Investigators attended a meeting hosted by DPS regarding evidence procedures. Investigator Larry Wilson completed a week-long new investigator training program.
7. **Animal Shelter Support:** Lampasas Animal Shelter Director Kasey Schwartzer commissioned a painted mural in the shelter's foyer through donations.
8. **Professional Development:** Lieutenant Montgomery participated in a promotional board at the Lago Vista Police Department.
9. **Technology Enhancement:** The Police Department's IT Department completed the installation of new security cameras and monitoring equipment in and around the police station, funded by seized and awarded funds.



10. **School Resource Officer Program:** Our School Resource Officers provided support for the Lampasas High School (LHS) Prom.
11. **Recruitment and Training:** Police Academy Cadet Victoria Box began her training at the police academy.

This report highlights the Lampasas Police Department's ongoing commitment to community engagement, professional development, and operational efficiency. We remain dedicated to serving and protecting the citizens of Lampasas.

Respectfully,

Jody Cummings
Chief of Police
Lampasas Police Department

Lampasas Fire Department

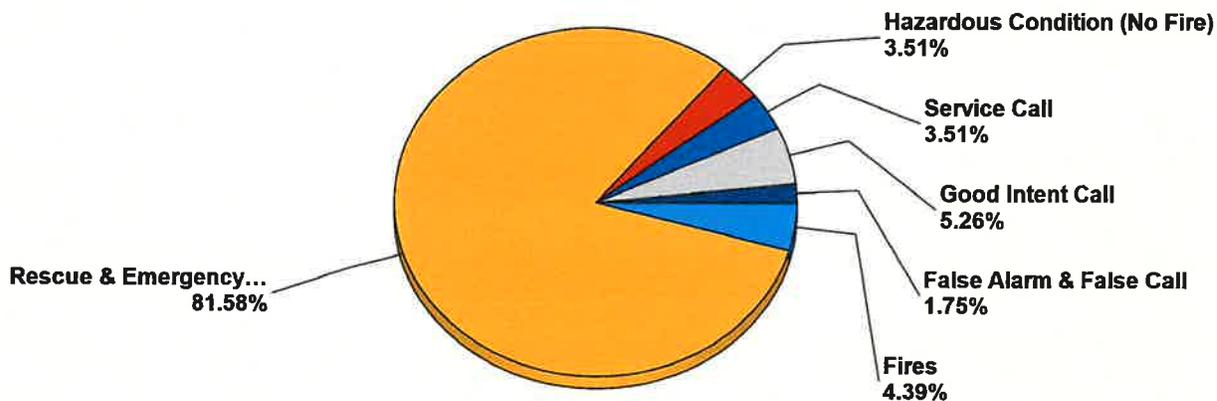
Lampasas, TX

This report was generated on 4/21/2025 6:29:13 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2025 | End Date: 03/31/2025



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	4.39%
Rescue & Emergency Medical Service	93	81.58%
Hazardous Condition (No Fire)	4	3.51%
Service Call	4	3.51%
Good Intent Call	6	5.26%
False Alarm & False Call	2	1.75%
TOTAL	114	100%

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



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.88%
111 - Building fire	2	1.75%
143 - Grass fire	1	0.88%
162 - Outside equipment fire	1	0.88%
311 - Medical assist, assist EMS crew	86	75.44%
322 - Motor vehicle accident with injuries	4	3.51%
324 - Motor vehicle accident with no injuries.	3	2.63%
411 - Gasoline or other flammable liquid spill	1	0.88%
412 - Gas leak (natural gas or LPG)	2	1.75%
440 - Electrical wiring/equipment problem, other	1	0.88%
553 - Public service	2	1.75%
561 - Unauthorized burning	2	1.75%
611 - Dispatched & cancelled en route	6	5.26%
700 - False alarm or false call, other	2	1.75%
TOTAL INCIDENTS:	114	100%

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



Memo



Parks & Recreation

To: Chris Eicher, Parks & Recreation Director
From: Lupe Charping, Parks Secretary
Date: April 23, 2025
Re: Monthly Report – March 2025

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, and Cemetery
- Answered all inquiries regarding the Airport, Parks Facilities, Parks, and Cemetery
- Created and posted the March 12, 2025, agenda for the Airport advisory meeting
- Attended and took minutes for the Airport Advisory meeting held on March 12, 2025
- Created and posted the March 20, 2025, agenda for the Parks Advisory Board
- Attended and took minutes for the Parks Board Meeting on March 20, 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
- Followed up with BGIS regarding the Airport fuel tank (weekly)
- Continued to work on the AWOS grant from TxDOT
- Assisted with monthly reports
- Reviewed time and attendance
- Continued to follow up on Airport Lease Agreements
- Contacted everyone on the Airport waiting list to update it
- Provided budget report balances to Park, Cemetery, and Parks Facilities supervisors
- Follow up with pilots to make sure all lease requirements are up to date
- Spent time at the airport researching planes' N-numbers to make sure we have current liability insurance

Memo



To: Chris Eicher
From: Steven Knowlton
Date: April 23, 2025
Re: Monthly Report – March 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

- Power-washed all mowers
- Lubricated turf mower

Goodrich Tennis Courts

Gavin Garrett Soccer Complex

- Flagged irrigation and aerated complex (2x)
- Mowed and irrigated the complex (3x)
- Herbicide the parking lot (2x)
- Painted soccer fields (3x)
- Deep-cleaned restroom
- Applied pre-emergent and irrigated each field

Turner Complex

- Painted soccer #1
- Mowed and trimmed softball and soccer fields (3x)
- Herbicide parking lot (2x)
- Replaced clips and Zip ties on soccer #4 soccer goals
- Rebuilt the right batters box at HEB field, nail and matt the field, and applied 500 lbs. of infield conditioner
- Rebuild the right batters box at Weeks field, trim edges of turf, and dragged field
- Prepare all fields(3x)
- Pre-emerged fields
- Fixed and replaced temporary fence on the Guyco field

580 Sports Complex

- Mowed all sports fields (3x)
- Prepared softball fields for the tournament
- Removed thistle from all sports fields
- Pre-emerged fields
- Painted soccer #1

Memo



To: Chris Eicher, Parks and Recreation Director
From: Jessie Acosta
Date: April 23, 2025
RE: Monthly Report-March, 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

- Check all parks department properties for wind /storm damage
- Push mow and trim around City Hall Complex (2x)
- Push mow and trim the Library property (2x)
- Prepare for skate park event, load and deliver bleachers and extra trash barrels
- Expose and repair leaking water line in Brook Park
- Assist Vicki and Robyn move office furniture and supplies at City Hall
- Mow and trim Head Start and Senior Center property
- Spread fire ant bait at Brook and Sueann Park playgrounds
- Mow, trim, and edge Campbell Park, Hanna Springs Pool, and Ave A properties
- Improve the drainage area at Gavin Garrett Complex
- Mow and trim Hancock Park Complex
- Apply Herbicide on weeds in all park properties
- Assist the Christmas on the Creek committee with the fabrication of new Christmas decorations
- Mow and trim the airport grounds
- Rake and level mulch at Brook and Sueann playgrounds
- Blow off sidewalks and gazebos in all parks
- Wash and detail all parks department vehicles
- Mow, trim, and edge WM Brook Park
- Mow, trim, and edge College Street Park, the colored school, and the church properties
- Pick up and dispose of fallen tree branches in all parks
- Mow, trim, and edge Cook Cemetery
- Mow, trim, and edge Sueann Park and drainage
- Rake and level mulch at Brook and Sueann playgrounds

Memo



To: Chris Eicher
From: Jacob Rivera
Date: April 23, 2025
Re: Monthly Report- March 2025

Cemetery

Brief Monthly Overview – Cemetery

- Weekly reports
- Repaired water leaks on PCA and block 2
- Mowed block 1, potters area
- Mowed blocks 4, 5,6, and 7
- Mowed the Huling family plot area
- Trimmed cedar trees in the PCA area
- Marked 2 lots for curbing
- Mowed PCB area
- Mowed blocks 8 9,10,11 and 12
- Cut down mesquite tree on PCA
- Trimmed a pecan tree on block 5
- Worked on the mower
- Mowed the roadside, East Potters, and by the back gate
- Trimmed trees on EAST/hailed limbs
- Trimmed limbs on PCA
- Glued vases
- Picked up debris and flowers from high winds
- Hauled off trees from blocks 7 and 12
- Edged block 5 for services/picked up debris, and flowers
- Marked graves for services
- OHCA Meeting
- Sprayed for ants on PCA stones
- Sold sites for upcoming services
- Cleaned and sanitized the office and trucks
- Logged reports of death/site sales
- Sifted dirt
- Filled in sunken graves
- 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 the funeral home
- Picked up debris
- Researched grave for the family

Memo
To: Erin Corbell, City Manager
From: Monica Wright, Director of Information Systems
Date: Wednesday, April 9, 2025
Re: March Monthly Report

Service Tickets - Social Media - Website Stats

IT Service Tickets	190
Facebook Followers	8,687
Twitter Followers	814
Instagram Followers	920
Website Page Views	37,113

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	30
Switches	22	Cell Phones	54	Software Applications	30+
CC Reader	8	Security Cameras	37	CradlePoint Routers	20
Time Clock	4	WatchGuard Dock	8		

March Projects Completed:

- Attended CJIS Awareness training monthly chat webinars
- Reviewed CJIS changes/plan for compliance
- Reviewed CIP Projects with City Manager
- Obtained quotes for VOIP phone project
- Meeting with AT&T to discuss VOIP transition
- Worked with PD vendor on software issues
- Worked with W/WW SCADA vendor on software issues
- Terminated (13) network cables at PD
- Configured/installed (13) security cameras at PD
- Configured/installed replacement IT Dept file server
- Obtained quote for (7) Apple Ipad/purchased
- Posted upcoming community Spring/Summer events on website/socials
- Built out replacement PC for Permitting Tech
- Annual software renewals
- Registered for annual TAGITM conference
- Nextlink onsite to repair broken fiber at Hanna Pool

April Projected Projects:

- Attend CJIS Awareness training monthly chat webinars
- Configure/install (2) security cameras at Campbell Park pavilion
- Attend annual TAGITM conference
- Renew CJIS certification
- Configure/install (2) PCs at Golf Course
- Configure/issue out (7) Apple Ipad
- Configure/install security cameras at 580 Sports Park
- Obtain quotes for FY 25-26 Projects
- Obtain quote for Calvert Building mini split for A/V room
- Obtain quote for replacement EOL switches/order
- Upgrade Meter Reader software
- Configure/install document desktop scanner for CM
- April-May software renewals
- Configure/replace (2) replacement EOL switches at IT
- Configure/install WatchGuard AuthPoint software on PD PC's

- Configure/install (10) replacement PCs
- Configure/issue out (2) replacement laptops
- Configure/install replacement Unifi NVR
- Work with vendor and staff to prepare CJIS audit documents
- 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)*
- Migrate Windows 10 desktop PCs to Windows 11 *(completed)*
- Migrate Windows 10 tablets to Windows to Windows 11 *(completed)*
- Terminate (13) network cables at PD for security cameras *(completed)*
- Configure/install (13) security cameras at Police Department *(completed)*
- Configure/install replacement IT Dept file server *(completed)*
- Obtain quote/configure/issue out (7) Apple Ipads *(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)*
- Obtain quotes/configure/replace (10) desktop PCs *(in progress)*
- Obtain quotes/configure/replace (3) laptops *(in progress)*
- Configure/install security cameras at Parks facilities *(in progress)*
- Configure/install (4) security cameras at City Hall
- Configure/install (1) Ubiquiti NVR for security cameras
- FY 24-25 Budget projections
- FY 25-26 Proposed Budget
- Migrate Windows 10 VM server 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)
- 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 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)
- Replace (10) EOL Switches (FY 25-26)
- Replace IT Building Mini Split (FY 25-26)
- Migrate AT&T land lines over to digital/VOIP Phones (FY 25-26)

LAMPASAS PUBLIC LIBRARY

MARCH 2025

Circulation	We circulated 3,800 items in March, which is up 5.1% from February (3,616).
Door Count	There were 2,886 visitors during March, which is up 7.3% from February (2,690).
Internet Usage	There were 262 Internet sessions in March, up 17% from February.
Wifi Usage	In March, 147 unique visitors accessed our wifi network. This is up 21.5% from last month. Our total number of sessions in March was 373, up 12.7% from February. (See attached infographics as well.)
Text Interactions	We communicated, via text messages, with 149 unique phone numbers in March, which is up 16.4% from February (128). We sent/received a total of 727 messages, which is up 31.2% from last month (554).
March Programs	We had two staff story times, ag story time, 4-H STEM, Cornelia Key Book Club, STEAM Day, two days of 42 Club, and two days of Paw Pals. We also hosted author Tom Goodman, who wrote <u>The Last Man: a Novel of the 1927 Santa Claus Bank Robbery</u> ; there were 22 in attendance.
Upcoming Programs	In April, we will have two staff story times, ag story time, 4-H STEM, Cornelia Key Book Club, STEAM Day, two days of 42 Club, and two days of Paw Pals. Todd Crickmer, author of <u>Scout of the Oregon Trail</u> , a children's book, will be at the library on April 5 to talk about his book. We will also be hosting Hanna Springs 2 nd graders and ESL families in April, when we'll share about the library and start talking up the summer reading program.
Holiday	The library will be closed April 18-19 for Good Friday/Easter.

Lampasas Public Library

March-2025

In March, 147 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



373 ↑ 12.69%

Monthly Sessions



320 ↑ 19.85%

Total Visits



147 ↑ 21.49%

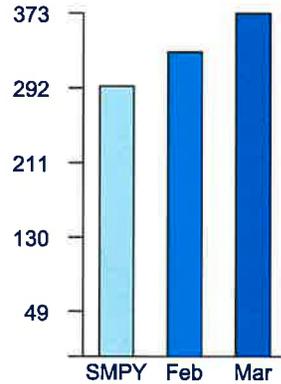
Unique Visitors



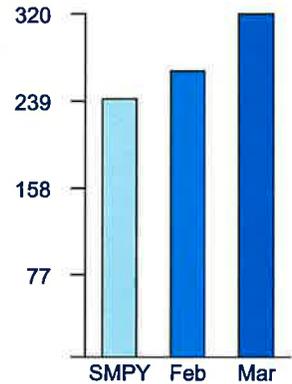
2.18 ↓ -1.36%

Average Return Rate

Total Monthly Session Count

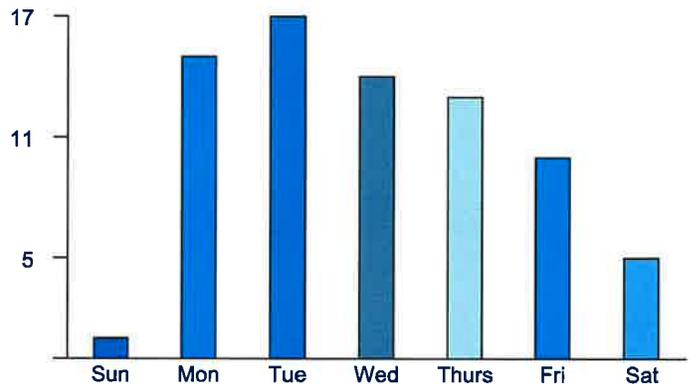


Total Monthly Visits

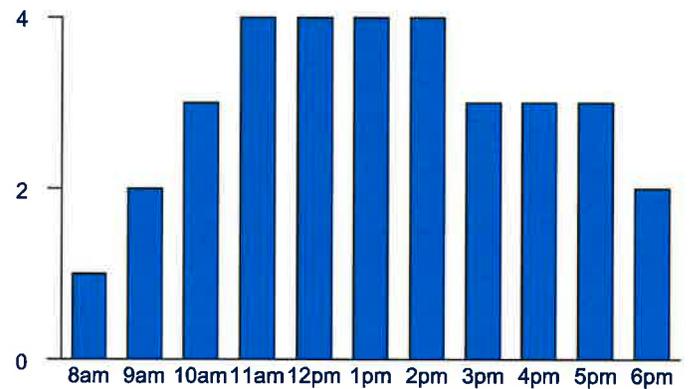


*SMPY: Same Month Prior Year

Average Daily Visits



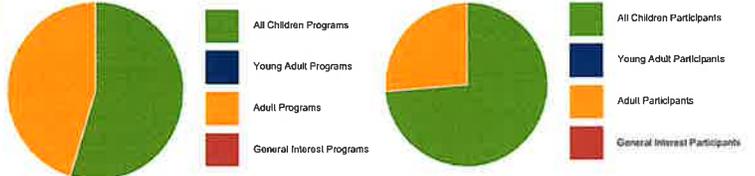
Average Peak Hourly



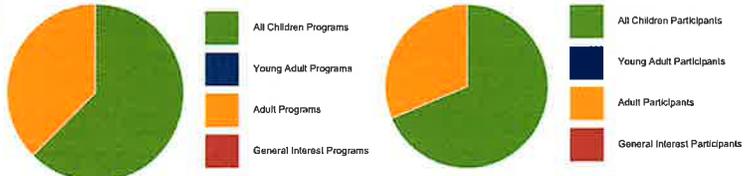
Lampasas Public Library

October, 2024 - March, 2025

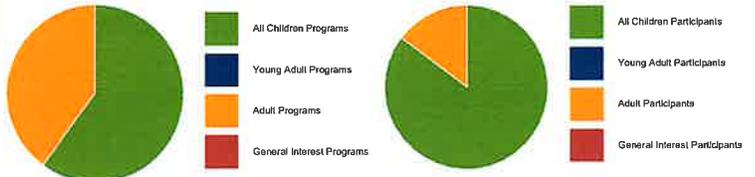
October					
Overview					
All Children Programs	6	54.55%	All Children Participants	67	73.63%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	45.45%	Adult Participants	24	26.37%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	11		Total Participants	91	



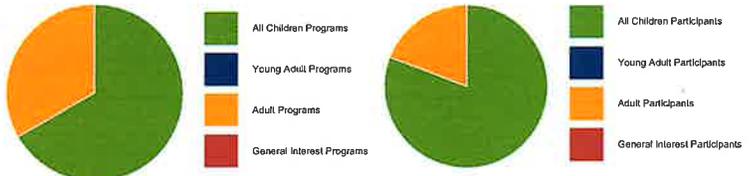
November					
Overview					
All Children Programs	5	62.5%	All Children Participants	72	68.57%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	37.5%	Adult Participants	33	31.43%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	8		Total Participants	105	



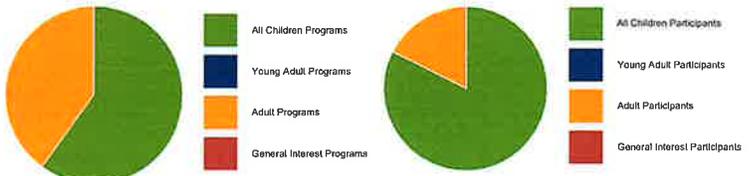
December					
Overview					
All Children Programs	3	60%	All Children Participants	104	85.25%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	40%	Adult Participants	18	14.75%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	5		Total Participants	122	



January					
Overview					
All Children Programs	6	66.67%	All Children Participants	80	80.81%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	33.33%	Adult Participants	19	19.19%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	9		Total Participants	99	

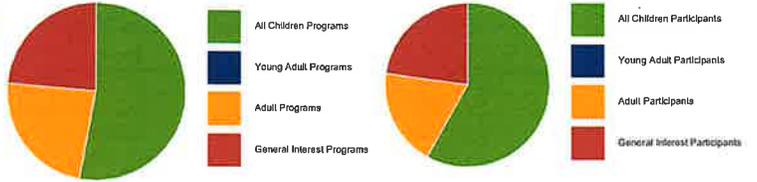


February					
Overview					
All Children Programs	6	60%	All Children Participants	89	82.41%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	40%	Adult Participants	19	17.59%
General Interest Programs	0	0%	General Interest Participants	0	0%
Total Programs	10		Total Participants	108	

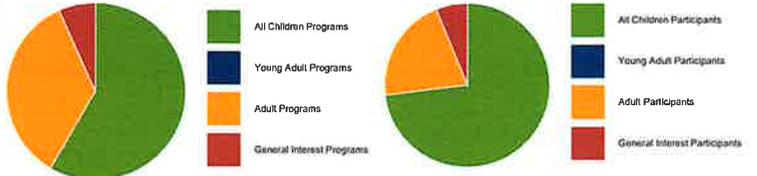


Lampasas Public Library October, 2024 - March, 2025

March					
Overview					
All Children Programs	9	52.94%	All Children Participants	112	58.03%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	4	23.53%	Adult Participants	37	19.17%
General Interest Programs	4	23.53%	General Interest Participants	44	22.8%
Total Programs	17		Total Participants	193	



Year in Review					
Overview					
All Children Programs	35	58.33%	All Children Participants	524	72.98%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	21	35%	Adult Participants	150	20.89%
General Interest Programs	4	6.67%	General Interest Participants	44	6.13%
Total Programs	60		Total Participants	718	





To: Mayor and Council

From: Erin Corbell

Re: Manager's Report

Date: April 25, 2025

- Hostess House** In an email dated April 17th, Reliance Architecture indicated that a draft report on structural review would be submitted to them for internal review by April 25th at noon, with final report being submitted on May 2nd. They will present to council at the May 12th City Council meeting, providing a summary of the existing conditions assessment and multiple solution options for the City Council's consideration. Future items outside of the contract's scope of work for consideration include FDC completion, parking lot upgrade to meet ADA compliance, and certain furnishings.
- CIP** The Capital Improvement Projects Committee met on April 24th to review status of current projects and to be oriented to a new format for the five-year capital improvement plan. The committee will meet again on May 8th at noon.
- Airport** Contract for AWOS system has been executed along with associated documents. AWOS will be installed and operational before the end of the fiscal year, following various notification processes with governing bodies. Fuel tank pad has been poured, with upcoming tank installation expected to be completed within the next two weeks. System will then be ready for fuel. Airport manager applications have been reviewed with applicants narrowed down for interviews.
- Pools** Lifeguard training has been completed and pools are being prepped for opening, anticipated Memorial Day weekend.
- Staff** Recognition of City employees with service anniversaries in April: Kyle Harrison, Electric-6 years, Kayleigh Stanley, Administration-1 year, Nick Geagley, Parks, 7 years, Jason Leamons, PD-2 years, Nelson Policarpio, FD-1 year, Steven Sheldon, PD- 22 years, Brandon English, PD- 3 years, Gene Drake, PD- 1 year, Amanda Allen, Utilities- 1 year, Megan Hale, PD- 2 years, John Grantland, Parks- 16 years, Michael White, Street- 16 years, David Niere, FD- 2 years, Amy Catron, Utilities- 3 years.

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GC
City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action regarding approval of Storm's 75th Anniversary Event at the 580 Sports Complex on September 13, 2025 at 4:00 p.m.

Requested By: Mike Green

Submitted By: Becky Sims, City Secretary

Date Submitted: April 25, 2025

For the Agenda of: April 28, 2025

Procurement and Funding Statement:

Attachments: Event Application

Summary Statement:

This item has been placed on the agenda for Council consideration in approving Storm's 75th Anniversary Event to be held at the 580 Sports Complex. The event was originally planned to be held at the Storm's Restaurant on Key Avenue; however due to the potential size of the event Staff recommended a larger venue. The event will consist of food trucks and a concert. The event has been vetted by City Staff; officers have been assigned; however, number required will be determined as event gets closer. With consideration of time, logistics and planning the Parks Board approved the event via email initiated by the City Secretary.

Recommendation:

To consider a motion to approve the Storm's 75th Anniversary Event at the 580 Sports Complex on September 13, 2025 at 4:00 p.m.

Council on April 28th ?



Special Events Application

Event Information			
Event Name Storms 75 th celebration		Application Date 4-16-2025	
Event Starting Date 9-13-2025	Event Starting Time 4 pm	Event Ending Date 9-13-2025	Event Ending Time 1130 pm
Sponsor Information Sponsor is defined as the Organization, Business or Individual who has primary responsibility for the management of this event.			
Sponsor Name / Group Name Storms Drive-in			
Address 201 North Key		Telephone 512-556-6269	
City Lampasas	State Texas	Zip 76550	
Sponsors Primary Contact Mike Green		Telephone 512-525-1231	

EVENT

Street Closure Event
 Party/Event Registration
 Parade
 Assembly/Outdoor

Music at Ruth Eakin Theater

Other (describe)

Event Location / Route

580 Sports Complex

Purpose of the Event (Describe event)

Community Appreciation

Number expected to attend 2500

Number of Event Staff 12

SPONSOR'S

Name Storms Drive-in, Mike Green/Ashley Downey

Home Phone 512-525-1231

Address

Work Phone

201 N Key
City / State / Zip

*↓
Mike's
Daughter*

Cell Phone 512-525-1231

Lampasas, Tx 76550

Email Address

(Other Phone Ashley
512-525-9328)

Stormsdrivein1950@gmail.com

Name Damon Beierle

Home Phone

Address

Work Phone

City / State / Zip

Cell Phone 512-585-8215 *DAMIAN*

Email Address

Other Phone

My Event will have or need the following: (Check all that apply)

Traffic Control / Other

Traffic Cones
 Police Officers

Tents / Temporary

Will Tents be used YES NO # Sizes

Will other Temporary Structures be used Describe

Will electricity need to be provided YES How?

Will water need to be provided YES NO How?

Alcohol Permit Required YES Date Applied TBD

NO 04-16-2025 # of Officers @ \$

Temporary Liquor License Applied for *NO* Date Applied

Starting Time *1600p* Ending Time *230p* # of Acts *4* Music Type *Country*

Sound Amplification Equipment to be used Maximum Amps Available *85 Classic Rock*

Has this event been held before YES NO If Yes, when?

Event Diagram (Use additional pages if needed)

See attached diagram

APPROVAL

Officers Scheduled

YES

NO # of Officers

TBD.

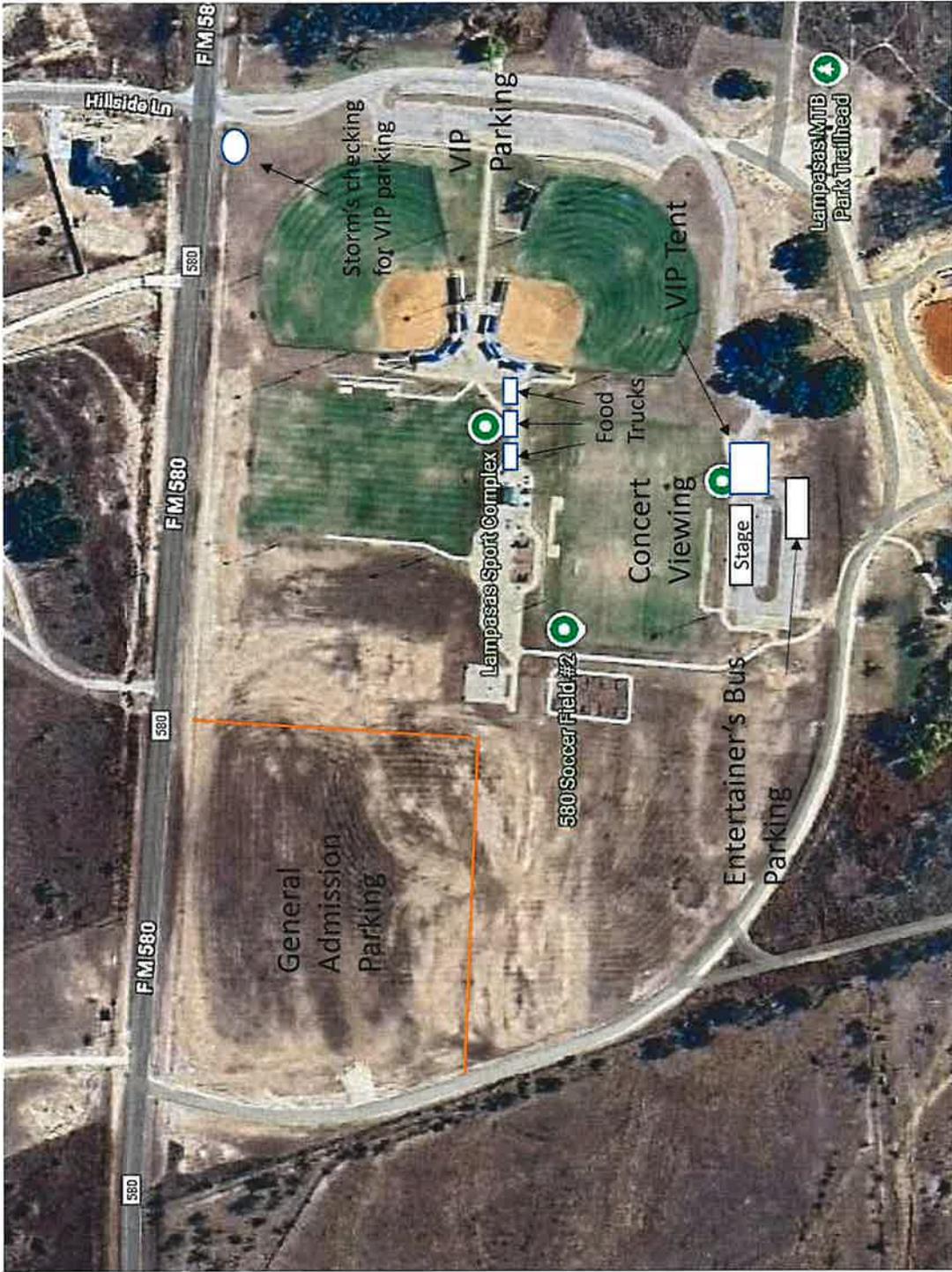
Equipment

Lieutenant Signature

Chief of Police Signature

Comments:

need restrooms open, and water provided. Electricity for food truck. Stage will be ran by generator. City to provide barricades. Cones to rope off GA parking.



APPLICATION FOR PERMIT FOR POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES IN A CITY PARK

GROUP, ASSOCIATION, OR ORGANIZATION INFORMATION

Name of Organization Storm's Drive-in

Address 201 N. Key City Lampasas State TX Zip 76550

Phone Number 512-556-6269

CONTACT PERSON INFORMATION

Name Mike Green Position with organization owner

Address 90 Box 997 City Lampasas State TX Zip 76550

Phone Number 512-525-1231

EVENT INFORMATION

Type/Purpose of Event Concert

Location of Event 580 Sports Complex Estimated Number to Attend 2500

Date(s) of Event 9-13-2025 Time(s) of Event 4 pm 1130 pm

Alcoholic beverages will be served or supplied by personal means of those attending.
Explain _____

For events in which the attendance is estimated to be 25 or more persons, this permit may be conditioned upon employment of off-duty police or other approved security. The Chief of Police or his designee may, upon documented complaint or violation of the law, suspend and confiscate the permit.
PERMITS ARE NON-TRANSFERABLE.

APPROVAL/DISAPPROVAL

DIRECTOR OF PARKS AND RECREATION DATE Approved Disapproved

Comments Security provided by L.P.D. # and times TBD closer to the event

CHIEF OF POLICE DATE Approved Disapproved

Off-duty police or other security required Yes No
Arrangements for security complete Yes No

Comments _____

CITY MANAGER DATE Approved Disapproved

Comments _____

9C
City Manager

ITEM NO. 7.2

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

Subject:

Discussion and acceptance of Fiscal Year 2023-2024 Audit Report.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: April 10, 2025

For the Agenda of: April 28, 2025

Procurement and Funding Statement:

The audit was procured as a Professional Service and approved by City Council as part of the operating budget.

Attachments:

Summary Statement:

Nathan White with Singleton, Clark, and Company presented the Fiscal Year 2023-2024 Audit Report at the April 14, 2024 council meeting. This item has been placed on the agenda for consideration and acceptance of the report.

Recommendation:

To consider a motion to accept the FY 23/24 Audit Report.

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

Subject:

Discussion and possible action concerning the approval, denial, or approval with modification(s) the renewal of the interlocal cooperation agreement for the purpose of the City providing “fee based” Fire Inspection and Investigation Services to the County of Lampasas.

Requested By: Bart Baker, Fire Marshal

Submitted By: Bart Baker, Fire Marshal

Date Submitted: April 25, 2025

For the Agenda of: April 28, 2025

Procurement and Funding Statement:

N/A

Attachments: Agreement

Summary Statement:

The purpose of this agreement is to allow the County to retain services from the City’s Qualified Fire Personnel to assist with Fire Inspection and Investigation Activities.

Recommendation:

Motion to approve and execute Interlocal Agreement with Lampasas County to provide Fire Inspection and Investigation Services.

COUNTY OF LAMPASAS §

STATE OF TEXAS §

INTERLOCAL COOPERATION AGREEMENT

This **INTERLOCAL COOPERATION AGREEMENT** ("Agreement") is executed as of this the ____ day of _____, by and between the **CITY OF LAMPASAS**, State of Texas, and the **COUNTY OF LAMPASAS**, Texas, a political subdivision under the laws of the State of Texas, acting by and through their duly authorized representatives. The City of Lampasas and the County of Lampasas are sometimes referred to herein jointly as the "Parties".

WHEREAS, the County of Lampasas has need from time to time to retain the services of individuals who are trained, qualified and/or licensed and certified to provide services related to various fire protection, inspection and investigation activities that are necessary within the City's corporate jurisdiction, pursuant to State and local law;

WHEREAS, the Lampasas County Commissioners Court and the City Council of Lampasas have each met in an open meeting held in accordance with the Texas Open Meetings Act, Tex. Gov't Code §551.001 et seq. and found that contracting for and with respect to the governmental services hereinafter described will result in increased efficiency and economy to the citizens of each such governmental entity;

WHEREAS, the Lampasas County Commissioners Court and the City Council of Lampasas are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code, as amended;

WHEREAS, the services made the subject of this Agreement are governmental functions and the Lampasas County Commissioners Court and the City Council of Lampasas desire to contract in a manner to permit the entity providing such service with latitude and discretion to determine the level, quality and funding for such service;

WHEREAS, the provisions for record keeping, collection of data and information, and providing reports, together with the on-going monitoring of the level and quality of services provided pursuant to this Agreement, and the continuing right to terminate this Agreement on ninety (90) days notice provide the City Council of Lampasas and the Lampasas County Commissioners Court with significant control and discretion to assure the level and quality of service delivery is satisfactory;

WHEREAS, the Lampasas County Commissioners Court and the City Council of Lampasas, acting separately and independently, have found and agreed that the services and consideration herein

provided fairly and adequately compensate the County of Lampasas and the City of Lampasas for the fair value and cost of the services; and

NOW, THEREFORE, for and in consideration of the covenants, conditions and undertakings hereinafter described, and the benefits to accrue to the citizens of the County of Lampasas and the City of Lampasas, the Parties contract, covenant and agree to provide certain governmental services and functions as follows:

ARTICLE I.
PURPOSES, SCOPE AND INTENT

The purposes and intent of this Agreement to assist the County of Lampasas in providing citywide services related to fire protection, inspection and investigation activities that are, from time to time, necessary with the City’s corporate jurisdiction. This Agreement shall supersede and replace all prior agreements between the City of Lampasas and County of Lampasas with regard to fire protection, inspection and investigation.

ARTICLE II.
SERVICES, DUTIES AND RESPONSIBILITIES

During the term, the City of Lampasas will provide professional and volunteer services as follows:

2.01 Services and Service Area. The parties agree that, on an “as needed” basis, the City of Lometa may contact the City of Lampasas and request that they make available or assist in making arrangements with the Lampasas City Manager and/or the Lampasas Fire Chief to make available the services of the Lampasas Fire Personnel to perform specific services required and for which the Lampasas Qualified Fire Personnel are qualified and that if the Lampasas Qualified Fire Personnel are available, he/she/they will, as time allows, provide the requested services to the County of Lampasas, which services shall be performed only within the County of Lampasas jurisdiction. The types of services to be provided include inspection services and fire cause and origin determination services.

2.02 Inspection Services: The County of Lampasas agrees to compensate the City of Lampasas for inspection services performed by the Lampasas Qualified Fire Personnel, by payment of fees, as set and amended from time to time by the City of Lampasas, and as reflected in the Exhibit “A,” attached hereto and incorporated herein for all purposes. The parties agree that any inspections not specifically covered in Exhibit “A” will be charged at the then current Fire Marshal’s then current “per hour” base rate of pay. All requests for Inspection services will be evaluated on a case by case basis, and Inspection services may be denied based on the scope of the inspection or the lack of applicable adopted fire codes.

2.03 Fire Cause and Origin Determination Services: The County of Lampasas agrees to compensate the City of Lampasas for fire cause and origin determination services and all follow-up investigation services by payment of the County of Lampasas's direct costs for providing same, including costs attributable to personnel time (Fire Marshal's or Lampasas Qualified Fire Personnel cost will be at the then current "per hour" base rate of pay), equipment used (other than County of Lampasas provided and outside the normal scope of an investigation, i.e. cranes, heavy equipment, etc.) and other direct costs.

The City of Lampasas agrees that if during a fire cause and origin determination performed by the Lampasas Qualified Fire Personnel, it is discovered that there is a possibility that a crime has been committed, including but not limited to the commission of arson, the Lampasas Qualified Fire Personnel will collect evidence, submit evidence to the proper forensic laboratory for analysis, photograph and complete all necessary diagrams and reports. The Qualified Fire Personnel will file with the County of Lampasas Police Department and any other law enforcement agency having concurrent jurisdiction the original of all reports, test results, photographs and diagrams for pursuing charges as may be necessary. The County of Lampasas Police Department, in conjunction with the Lampasas Qualified Fire Personnel, will be jointly responsible for conducting all follow-up investigation, as they determine appropriate in their judgment.

Due to the nature of a fire and cause origin determination, it is possible that additional costs may be incurred in the performance of this service by the Lampasas Qualified Fire Personnel. Any additional costs, not identified herein, and not considered to be standard for this type of work, shall be coordinated with the County of Lampasas prior to incurring such costs. Any costs that are anticipated to be in excess of Five Hundred Dollars (\$500.00) will require prior approval of the County of Lampasas.

2.04 Requests for Services: When appropriate and not a detriment to the provision of the service to be provided, requests for service from the Qualified Fire Personnel shall be made in writing, and will provide the specifics for the service requested to be performed. Notwithstanding the proceeding clause, however, the Lampasas Qualified Fire Personnel shall have the authority to conduct appropriate and necessary investigations for the County of Lampasas, the City of Lampasas or any other fire department in Lampasas County that falls within the City of Lampasas's service jurisdiction, without the necessity of obtaining prior written requests if requested to do so on-scene by the Police Department or his/her designee, as circumstances dictate. Services may only be provided by the Lampasas Qualified Fire Personnel within the jurisdiction of the County of Lampasas under this Agreement. However, when the services are begun prior to obtaining a written request, the Lampasas Qualified Fire Personnel will request and obtain written confirmation as to the requested and performed service, as a follow-up from the requesting entity to memorialize the work performed. It is agreed by both Parties that if a fire occurs that results in the injury or death of any person, the fire "cause and origin" determination investigation is to be initiated immediately, and on occasion will be done without a written request from the County of Lampasas to the City of Lampasas to do so. However, in such event, the County of Lampasas Police Department will be notified by the City of

Lampasas in writing immediately and such services will only be performed within the County of Lampasas jurisdiction. The County of Lampasas shall notify the City of Lampasas in writing any time the City's jurisdiction is revised.

2.05 Invoices: All invoices for services rendered by the Lampasas Qualified Fire Personnel shall be provided to the County of Lampasas, in writing.

ARTICLE III.
TERM OF AGREEMENT, RENEWAL AND TERMINATION

3.01 Initial Term. The initial term of this Agreement shall be five (5) years from the date of execution, unless dissolved pursuant to Section 3.02 below. This Agreement may be renewed for additional terms, if mutually agreed upon in writing by the City of Lampasas and County of Lampasas.

3.02 Dissolution. Either party may dissolve this Agreement prior to the end of its term by giving thirty (30) days advance, written notice to the other party.

ARTICLE IV.
LIABILITY/IMMUNITY

4.01 City of Lampasas Liability. The City of Lampasas shall have no liability whatsoever for the actions of or failure to act by, any employees, subcontractors, agents or assigns of the City of Lampasas and the County of Lampasas covenants and agrees to assume liability for the Qualified Fire Personnel's performance of services under this Agreement. Nothing in this Agreement shall be construed to waive any immunity from suit or liability enjoyed by the City of Lampasas, its past or present City Council, the County of Lampasas, or the City Council of Lometa, or their agents or employees under the law.

ARTICLE V.
NOTICES

Except as otherwise specified herein, all notices and demands hereunder shall be in writing and shall be deemed to have been sufficiently given or served for all purposes when presented personally or sent by certified or registered mail, return receipt requested, to any Party hereto at the following addresses:

CITY OF LAMPASAS

COUNTY OF LAMPASAS

Fire Marshal Interlocal Agreement Lampasas County

City of Lampasas
Attn: Mayor
312 East 3rd Street
Lampasas, Texas 76550

County of Lampasas
Attn: County Judge
501 E 4th, Suite 103
Lampasas, Texas 76550

ARTICLE VI.
MISCELLANEOUS

6.01 Policy-Making Authority. The contracting party providing a service pursuant to the terms of this contract shall have exclusive control, supervision and policy-making authority for and with respect to such service.

6.02 Other Services. Nothing in this Agreement shall be deemed to create, by implication or otherwise, any duty, responsibility or right as to either the County of Lampasas or the City of Lampasas except with respect to the general provision of the services specifically set forth in this Agreement. This Agreement does not and shall not be interpreted to limit or extend any governmental or proprietary authority for or with respect to the provision of any service or the undertaking of any function or level of service except as specifically set forth herein.

6.03 Jurisdiction. Nothing in this Agreement shall be deemed to extend or increase the jurisdiction or authority of either the City of Lampasas or the County of Lampasas except as necessary to implement and perform the services and duties provided for in this Agreement. All governmental and proprietary functions and services within the City of Lampasas and not traditionally provided by the County of Lampasas, or designated by state law or this Agreement as a service to be provided by the County of Lampasas, shall be and remain the sole responsibility of the City of Lampasas. All services within the County of Lampasas and not designated in this Agreement as a service to be provided by the City of Lampasas shall be and remain the sole responsibility of the County of Lampasas.

6.04 Governmental Immunity. Nothing in this Agreement shall be deemed to waive, modify or amend any legal defense available at law or in equity to either the City of Lampasas or the County of Lampasas nor to create any legal rights or claim on behalf of any third party. Neither the County of Lampasas nor the City of Lampasas waives, modifies, or alters to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas.

6.05 Quality of Service. Except as specifically provided herein for and with respect to any contracted service, nothing in this Agreement is intended to nor shall be deemed to establish any requirement for, or any specific or implied standard or quality for, any level of service to be provided pursuant to this Agreement. To the extent not inconsistent with the specific terms hereof, and subject to the rights of each party pursuant to § 4.03, the level and quality of services to be provided by each

party pursuant to this Agreement shall be established by the budgets, appropriations, resolutions and orders adopted by such governing body in the exercise of its legislative discretion.

6.06 Contract Supervision and Controls. The County of Lampasas and the City of Lampasas shall each monitor, review and provide contract oversight and supervision of the performance, quality and level of services provided pursuant to this Agreement and the level and quality of services and performance shall be subject to the continuing discretion, acceptance and satisfaction of each party. All records, data, monthly and annual reports and documentation required by this Agreement shall be timely submitted and, together with citizen comments and observations by employees and officials of the County of Lampasas and the City of Lampasas, will provide each party the information required to monitor and supervise such contract services. The City of Lampasas and the County of Lampasas each agree to notify the other as soon as reasonably possible in the event the level or quality of any service provided pursuant to this Agreement becomes unsatisfactory and, subject to the continuing right of each party pursuant to § 4.03, to negotiate and/or develop a performance standard reasonably calculated to resolve the issue to the satisfaction of each party.

6.07 Amendments and Modifications. This Agreement may not be amended or modified except by written amendment executed by the City of Lampasas and the County of Lampasas and authorized by their respective governing bodies.

6.8 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, but rather this entire Agreement will be construed as if not containing the particular invalid or unenforceable provision or provisions, and the rights and obligations of the Parties hereto shall be construed and enforced in accordance therewith. The Parties hereto acknowledge that if any provision of this Agreement is determined to be invalid or unenforceable, it is their desire and intention that such provision be reformed and construed on such a manner that it will, to the maximum extent practicable, be deemed to be validated and enforceable.

6.9 Gender, Number and Headings. Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires. The headings and section numbers are for convenience only and shall not be considered in interpreting or construing this Agreement.

6.10 Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall be considered fully executed when all Parties have executed an identical counterpart, notwithstanding that all signatures may not appear on the same counterpart.

IN WITNESS WHEREOF, the parties have executed and attested this Agreement by their officers thereunto duly authorized as of the first date written above.

ATTEST:

COUNTY OF LAMPASAS, TEXAS

By: _____
Name: Dianne Miller
Title: County Clerk

By: _____
Name: Hon. Randall Hoyer
Title: County Judge

ATTEST:

CITY OF LAMPASAS, TEXAS

By: _____
Name: Becky Sims
Title: City Secretary

By: _____
Name: Hon. Herb Pearce
Title: Mayor