

**MINUTES OF MEETING OF THE
CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE
OF THE CITY OF LAMPASAS
JACK CALVERT MUNICIPAL BUILDING
302 EAST THIRD STREET, LAMPASAS, TEXAS 76550
THURSDAY, May 09, 2024
12:00 pm (Noon)**

The Capital Improvements Program Committee of the City of Lampasas met in regular session on the above date and time:

CIP Committee Members Present:

Neal Leavell
Craig Hammett
David Keele
Dianna Hodges
Robert McCauley
Shirley Blake

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, Assistant City Manager
Robyn White, PW Secretary
Kayleigh Stanley, Executive Secretary
Jody Cummings, Police Chief
Joe Adams, Fire Chief
Wayne Sanders, Electric Superintendent
Becky Sims, City Secretary

CIP Committee Members Absent:

Gail Long

REGULAR MEETING

I. Call to Order

Finley deGraffenried, City Manager called the meeting to order at 12:00 pm

II. Open forum for citizen comments and questions (limited to five (5) minutes per person)

Dianna complimented Staff on how well the city prepared for the Solar Eclipse Event.

III. Discussion and possible action concerning approval of the minutes dated April 18, 2024.

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

IV. Discussion and possible action regarding approval of the CIP schedule.

Mr. deGraffenried, City Manager advised over the past several meetings the committee has reviewed 80-85 projects with Staff, and Mr. Jason Jones presented the Upper Pressure Plane Preliminary Engineering Report. At the next meeting Staff will ask for consideration of acceptance of the CIP Schedule with recommendations to City Council.

V. Discussion regarding Major Maintenance Schedule

Mr. Ryan Ward, ACM reviewed the major maintenance schedule for each department.

Street Department

- Seal Coat
- Rehab/Rebuild 4-6 block per year
- Drainage Work/Improvements

Water and Wastewater Department

- *Line Upgrades/Replacements*
- *Meter Replacements*
- *Hydrant Replacements*
- *Water/WW Infrastructure Improvements*
- *Water Looping Projects*
- *Manhole Inspections. Replacement and Lining*
- *Equipment Repair/Maintenance*
- *Pretreatment Assessment and Upgrades*
- *Pump Replacement Program*

Electric Department

- *Tree trimming*
- *Annual Maintenance*
- *Meter replacement*
- *Pole Change Outs*
- *Extensions/Economic Development*

Golf Course

- *Cart Trail Paving*
- *General Landscaping Improvements*
- *Retaining Wall Repair*

Airport

- *Routine Maintenance Projects (RAMP)*
- *Fueling Project*
- *AWOS Navigation System*
- *Possible concrete extension for south hangar*

Parks

- *Rehab Retaining Wall (Amphitheater)*
- *Land Clearing, Brush Removal, Tree Trimming*
- *Trail Projects*

Cemetery

- *Erosion Control*
- *Paving Maintenance*
- *Replace Rock Fence*

VI. Discussion regarding Fleet Schedule.

Mr. Ward reviewed the fleet and equipment schedule with the committee. The fleet schedule for most departments is rotated based on miles, condition and age of vehicle. If maintenance issues arise it may move the replacement up ahead of rotation schedule. The Police Department vehicles are on a 10 year/100,000-mile rotation.

Light and heavy equipment will generally run until end of life or when maintenance issues become a problem, it varies by department. Some equipment is leased, some are rented when needed and some the city buys, it is based on need, use, cost and availability.

VII. Items that the Board Members may request to be placed on the next agenda

N/A

VIII. Schedule next meeting

- *May 23, 2024 @ noon*
- *Joint Meeting with City Council-June 10, 2024*

IX. Business concluded at 1:09 pm and the meeting was adjourned.

PASSED AND APPROVED this _____ day of _____, 2024.

Finley deGraffenried, City Manager

ATTEST:

Becky Sims, City Secretary