

MAYOR  
Laura Almond

MAYOR PRO-TEM  
Kara Gilliland



ALDERMEN  
Larry Sawyer  
Travis Allen  
Les McDaniel  
Kelli Tudyk

**REGULAR CALLED MEETING OF THE LLANO CITY COUNCIL  
CITY HALL, 301 WEST MAIN STREET, LLANO, TEXAS  
5:30 P.M. TUESDAY, JANUARY 20, 2026  
AGENDA**

This notice is posted pursuant to the Texas Open Meetings Act. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE TO U.S AND TEXAS FLAGS and INVOCATION**

**C. PUBLIC COMMENTS CONCERNING MATTERS NOT ON THE AGENDA**

(Visitors shall be limited to no more than (3) three minutes to address the Council or at the discretion of the mayor) In accordance with Section 551.042 of the Texas Government Code, an inquiry made at a meeting shall be conducted as follows: (a.) If at a meeting of a governmental body, a member of the public or the governmental body inquiries about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: 1. A statement of specific information given in response to the inquiry; and 2. A recitation of existing policy in response to the inquiry; and (b.) Any deliberation of or a decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

**D. PRESENTATION- a. Presentation of TDA Form A1024, CDBG Section 3 Goals and Concepts as related to the CDBG program and Grant Contract #CDM24-0038**

**b. FY 2025 Audit Presentation**

**c. Retail/Commercial Building Update**

**E. CONSENT AGENDA ITEMS**

1. Approve the Llano City Council Regular Meeting Minutes from January 6, 2026.
2. Approval of the Fiscal Year 2026 1st Quarter Investment Report.

**F. PUBLIC HEARING**

1. The Llano City Council will hold a public hearing to receive written and/or oral comments regarding a Special Use Permit for the purpose of an Accessory Building located within Single Family -2 (SF-2) zone. The physical address is 1404 Letcher Street, City of Llano, Texas.

**G. REGULAR AGENDA ITEMS**

1. Discussion and possible action to approve Ordinance 1588 Special Use Permit 396 for the purpose of an Accessory Building located within Single Family -2 (SF-2)

zone. The physical address is 1404 Letcher Street, City of Llano, Texas 78643.  
*Amy Galloway, Human Resources*

2. Discussion and possible action to approve Resolution R-2026-08 amending the Master Fee Schedule increasing fees for bulk water from \$0.02/gallon (\$20.00 per 1000 gallons) to \$0.05/gallon (\$50.00 per 1000 gallons); and increasing hydrant meter fee from \$320.00 per month to cost of 3” meter (currently \$357.73)  
*Finley deGraffenried, City Manager*
3. Discussion and possible action to consider using City of Llano Hot Funds for improvements to Robinson Park for live music performances.  
*Kelli Tudyk, Alderwoman*
4. Discussion and consider costs and fees for the use of City Facilities.  
*Finley deGraffenried, City Manager*
5. Discussion and possible action to amend Ordinance 1565 Streets, Sidewalks, and other public places including maintenance of City Rights of Way.  
*Finley deGraffenried, City Manager*
6. Discuss and consider Letter Agreement for Water Conservation Plan Update with Plummer Associates, Inc.  
*Josh Becker, Director of Water & Wastewater Operations*
7. Discussion and possible action regarding the use and cost of Municipal water by City Departments and programs.  
*Finley deGraffenried, City Manager*

#### **H. CITY MANAGER REPORT**

1. Downtown Sidewalk
2. Mass Notification
3. LEDC
4. Plant Inspection
5. HPB Meeting
6. JLK Concessions

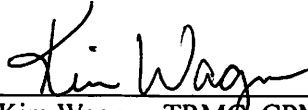
#### **I. FINANCE REPORT**

#### **J. ADJOURNMENT**

*If during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 – consultation with counsel on legal matters; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; Sec. 551.089 - deliberation regarding security devices or security audits; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session to take action, if necessary, on the items addressed during the Executive Session. Although a quorum of the members of other Boards or Commissions may or may not be in attendance, this notice is being posted to meet the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General’s Office. In compliance with the Americans with Disabilities Act, the City of Llano will provide reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours before the*

meetings. Please call 325-247-4158 Ext. 107.

I, Kim Wagner, City Secretary, do hereby certify that a copy of the January 20, 2026 Llano City Council agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.CityofLlano.com](http://www.CityofLlano.com), in compliance with Chapter 551, Texas Government Code and remained posted continuously for at least three business days preceding the scheduled time of said Meeting.



\_\_\_\_\_  
Kim Wagner, TRMC, CPM, City Secretary

1-14-26

\_\_\_\_\_  
Date



**REGULAR CALLED MEETING OF THE  
LLANO CITY COUNCIL  
CITY HALL, 301 WEST MAIN STREET, LLANO, TEXAS  
5:30 P.M. TUESDAY, JANUARY 6, 2026  
MINUTES**

**This notice is posted pursuant to the Texas Open Meetings Act. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.**

**A. CALL TO ORDER Mayor Almond called the meeting to order at 5:30 p.m.**

**B. PLEDGE OF ALLEGIANCE TO U.S AND TEXAS FLAGS and INVOCATION**

**C. PUBLIC COMMENTS CONCERNING MATTERS NOT ON THE AGENDA**

(Visitors shall be limited to no more than (3) three minutes to address the Council or at the discretion of the mayor) In accordance with Section 551.042 of the Texas Government Code, an inquiry made at a meeting shall be conducted as follows: (a.) If at a meeting of a governmental body, a member of the public or the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: 1. A statement of specific information given in response to the inquiry; and 2. A recitation of existing policy in response to the inquiry; and (b.) Any deliberation of or a decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

**D. WATER/WASTEWATER CIP PRESENTATION**

**E. CONSENT AGENDA ITEMS**

1. Approve the Llano City Council Special Meeting Minutes from December 15, 2025.
2. Approve the Llano City Council Regular Meeting Minutes from December 15, 2025.

**A motion was made by Alderwoman Gilliland, with a second by Alderman McDaniel to approve the consent agenda items. All in favor, none opposed. Motion carried.**

**F. REGULAR AGENDA ITEMS**

1. Discussion and possible action to waive fees for the west side pavilion and allow exclusive of Badu Park on April 24th and 25th for a Color Fun Run to the Llano Parks Project.

*Julie Leverett, Llano Parks Project*

**A motion was made by Alderman Sawyer, with a second by Alderwoman Gilliland to approve waiving fees for the west side pavilion and allow exclusive of Badu Park on April 24th and 25th for a Color Fun Run to the Llano Parks Project. All in favor, none opposed. Motion carried.**

2. Discussion and possible action to select options for benches in Badu Park for the

fitness stations.

*Julie Leverett, Llano Parks Project*

**A motion was made by Alderwoman Gilliland, with a second by Alderman Sawyer to approve benches in Badu Park for the fitness stations. All in favor, none opposed. Motion carried.**

3. Discussion on how to use the City of Llano Hot Funds.

*Kelli Tudyk, Alderwoman*

4. Discussion and possible action regarding the appointment and/or reappointment of board members to the Planning and Zoning Board.

*Amy Galloway, Human Resources*

**A motion was made by Alderwoman Gilliland, with a second by Alderman Sawyer to approve the reappointment of Diana Firestone, Julie Ireland and John Osbourn to the Planning and Zoning Board. Four in favor, Alderwoman Tudyk recused. Motion carried.**

5. Discussion and possible action to go out for RFP for the JLK Arena and Event Center Concessions.

*Britany Allen, JLK Manager*

**A motion was made by Alderwoman Gilliland, with a second by Alderman Sawyer to approve to go out for RFP for the JLK Arena and Event Center Concessions, to authorize staff to finalize the RFP, analyze the results and bring the qualifications back to council. All in favor, none opposed. Motion carried.**

6. Discussion and possible action to approve Ordinance 1585 regarding updates to the City of Llano Personnel Policy.

*Amy Galloway, Human Resources*

**A motion was made by Alderwoman Gilliland, with the second by Alderman McDaniel to approve Ordinance 1585 regarding updates to the City of Llano Personnel Policy. All in favor, none opposed. Motion carried.**

7. Discussion and possible action to approve Ordinance No. 1583 regarding an amendment to the Budget for FY 2025-2026.

*Cara Hewitt, Finance Director*

**A motion was made by Alderwoman Gilliland, with a second by Alderman Allen to approve Ordinance No. 1583 regarding an amendment to the Budget for FY 2025-2026. All in favor, none opposed. Motion carried.**

8. Discussion and possible action to place a minimum for organizations to use City Facilities for events.

*Kelli Tudyk, Alderwoman*

**A motion was made by Alderwoman Tudyk to place a moratorium on exclusive use fee waivers of city facilities. The motion failed due to lack of a second. A motion was made by Alderwoman Gilliland, with a second by Alderwoman Tudyk for staff to have a meeting and make a minimum fee proposal to bring to council in February with an update on the January 20<sup>th</sup> meeting. All in favor, none opposed. Motion carried.**

9. Discuss and consider adopting Ordinance 1586 2026 Llano Drought Contingency Plan.

*Josh Becker, Director of Water and Wastewater*

**A motion was made by Alderwoman Tudyk, with a second by Alderman Allen to table Ordinance 1586 2026 Llano Drought Contingency Plan to the next meeting. All in favor, none opposed. Motion carried.**

10. Discuss and consider adopting Ordinance 1587 2026 Llano Water Conservation Plan.

*Josh Becker, Director of Water and Wastewater*

**A motion was made by Alderwoman Tudyk, with a second by Alderman Allen to table Ordinance 1587 2026 Llano Drought Contingency Plan to the next meeting. All in favor, none opposed. Motion carried.**

11. Discussion and possible action to amend Ordinance 1565 Streets, Sidewalks, and other public places.

*Larry Sawyer, Alderman*

**A motion was made by Alderwoman Tudyk, with a second by Alderman Sawyer to table this item to the next meeting. All in favor, none opposed. Motion carried.**

#### **G. EXECUTIVE CLOSED SESSION**

1. The City Council will convene into Executive Session in accordance with the Texas Government Code Section 551.074 Personnel Matters, to deliberate the appointment, employment, performance evaluation, duties, compensation, discipline and/or dismissal of the City Manager.

**The Llano City Council convened into Executive Session at 8:02 p.m. and reconvened into open session at 8:22 p.m.**

#### **H. EXECUTIVE OPEN SESSION**

1. The City Council will reconvene into Open Session for discussion and possible action concerning the appointment, employment, performance evaluation, duties, compensation, discipline and/or dismissal of City Manager.

**No action taken.**

#### **I. CITY MANAGER REPORT**

1. City Property
2. Bridge Work
3. Elections
4. Golf Course
5. Chamber Banquet
6. Dredging
7. Landon Lane GST
8. JLK
9. Council Work Plan

#### **J. FINANCE REPORT**

#### **K. ADJOURNMENT Llano City Council adjourned at 8:29 p.m.**

*If during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 – consultation with counsel on legal matters; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; Sec. 551.089 - deliberation regarding security devices or security audits; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive*

*session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session to take action, if necessary, on the items addressed during the Executive Session. Although a quorum of the members of other Boards or Commissions may or may not be in attendance, this notice is being posted to meet the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. In compliance with the Americans with Disabilities Act, the City of Llano will provide reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours before the meetings. Please call 325-247-4158 Ext. 107.*

I, Kim Wagner, City Secretary, do hereby certify that a copy of the January 5, 2026 Llano City Council agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.CityofLlano.com](http://www.CityofLlano.com), in compliance with Chapter 551, Texas Government Code and remained posted continuously for at least three business days preceding the scheduled time of said Meeting.

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Kim Wagner, TRMC, CPM, City Secretary

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Laura Almond, Mayor



**CITY COUNCIL AGENDA**

1/20/26

Agenda Item: Consent

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**Item/Subject:** Approval of the Fiscal Year 2026 1st Quarter Investment Report.

**Initiating Department/Presenter:** Cara Hewitt, Director of Finance

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**Recommended Motion:** I move to approve the First Quarter Investment Report for period ending December 31, 2025.

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**Background/History:** The Public Funds Investment Act at Texas Government Code, Section 2256.005 requires the governing body of an investing entity to review its investment policy and investment strategies not less than annually. Provided is the second quarter Investment report.

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**Findings/Current Activity:** The First Quarter Investment Report for Fiscal Year 2026 has investment earnings for the quarter of \$111,867 with the average yield for all investments at 3.74%.

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**Financial Implications:**

There is no financial impact associated with this item.

Item is budgeted: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ In the amount of \$ \_\_\_\_\_ (amount in the budget account)

Item is not budgeted:

Item is estimated to generate additional revenue:

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**Associated Information:**

- Attached: 1st Quarter Investment Report

## City of Llano Quarterly Investment Report Ending December 31, 2025

Investment Type	Descript/Loc	Maturity	Beginning Balance 9/30/2025	Quarterly Activity	Interest	Ending Balance 12/31/2025	Avg Yield
Consolidated Cash	Cadence Bank	Open	1,908,483	(556,135)	8,168	1,360,516	
Tax I&S	Cadence Bank	Open	127,810	274,370	1,361	403,540	
Electronic Payments	Cadence Bank	Open	25,946	25,047	291	51,284	
Norton Cemetery	Cadence Bank	Open	18,407	0	140	18,547	
Economic Development Corp	Cadence Bank	Open	234,172	70,021	2,136	306,329	
FSA&HRA	Cadence Bank	Open	3,208	1,434	24	4,666	
Main Street	Cadence Bank	Open	34,436	775	267	35,478	
TWDB Series 2018	Cadence Bank	Open	300,374	527,392	4,778	832,544	
Christmas Lighting	Cadence Bank	Open	36,919	(6,665)	273	30,527	
Main Street Façade	Cadence Bank	Open	5,383	(0)	41	5,424	
JLK Events Accounts	Cadence Bank	Open	190	4,334	-	4,524	
<b>Subtotal - Cadence Bank</b>			<b>2,695,328</b>	<b>340,572</b>	<b>17,479</b>	<b>3,053,380</b>	<b>2.41%</b>
Utility Fund Reserve	TexPool	Open	144,518	0	1,457	145,975	
General Fund Operating	TexPool	Open	623,188	(0)	6,282	629,469	
Council Restricted Sinking	TexPool	Open	31,809	0	320	32,129	
Series 2022 CO	TexPool	Open	232,609	(0)	2,345	234,954	
RD Bond Reserve	TexPool	Open	314,846	(0)	3,174	318,019	
Economic Development Corp	TexPool	Open	161,400	(0)	1,627	163,027	
Series 2017 General Obligation	TexPool	Open	706,701	(0)	7,123	713,824	
<b>Subtotal - TexPool</b>			<b>2,215,071</b>	<b>(0)</b>	<b>22,327</b>	<b>2,237,397</b>	<b>3.98%</b>
Utility Fund Reserve	Texas Class	Open	912,831	(0)	9,521	922,352	
General Fund Operating	Texas Class	Open	1,579,421	(537,559)	7,630	1,049,491	
Council Restricted Sinking	Texas Class	Open	157,741	(50,000)	1,488	109,229	
Series 2022 CO	Texas Class	Open	2,982,336	(273,815)	29,524	2,738,045	
Grant	Texas Class	Open	-	1,900,000	15,552	1,915,552	
Economic Development Corporation	Texas Class	Open	21,951	(0)	229	22,180	
2025 Tax Note	Texas Class	Open	-	1,043,643	7,680	1,051,323	
<b>Subtotal - Texas Class</b>			<b>5,654,280</b>	<b>2,082,269</b>	<b>71,623</b>	<b>7,808,172</b>	<b>4.22%</b>
Police Benevolent Fund	Llano National Bank	Open	783	(250)	0	533	
PD Seizure Fund	Llano National Bank	Open	66	(0)	-	66	
<b>Subtotal - Llano National Bank</b>			<b>849</b>	<b>(251)</b>	<b>0</b>	<b>598</b>	<b>0.03%</b>
<b>TOTAL CITY ACCOUNTS</b>			<b>10,565,528</b>	<b>2,422,590</b>	<b>111,429</b>	<b>13,099,548</b>	
Cemetery Perpetual Care	Cadence Bank	Open	136	0	1	137	
Cemetery Perpetual Care	TexPool	Open	43,274	0	436	43,710	
<b>TOTAL AGENCY ACCOUNTS</b>			<b>43,410</b>	<b>0</b>	<b>437</b>	<b>43,847</b>	<b>3.98%</b>
<b>GRAND TOTAL ALL INVESTMENTS</b>			<b>10,608,938</b>	<b>2,422,590</b>	<b>111,867</b>	<b>13,143,395</b>	<b>3.74%</b>

**Performance Measures:**

Avg Yield  
Benchmark=6-Mo. T-Bill

**Benchmark**

3.586%

**Actual**

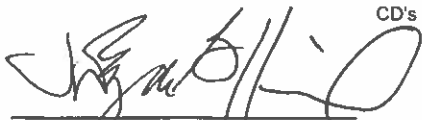
3.74%

**Diversification:**

TexPool  
Texas Class  
Banks  
CD's

**Max 100%**

17.36%  
59.41%  
23.24%  
0.00%



Finley deGraffenried, City Manager



Cara Hewitt, Finance Director

1/6/26  
Date



City Council Agenda

Date: 1-20-26

Agenda Item: F1/G1

Item/Subject: The Llano City Council will hold a public hearing to receive written and/or oral comments regarding a Special Use Permit for the purpose of an Accessory Building located within Single Family -2 (SF-2) zone. The physical address is 1404 Letcher Street, City of Llano, Texas

Discussion and possible action to approve Ordinance 1588 Special Use Permit 396 for the purpose of an Accessory Building located within Single Family -2 (SF-2) zone. The physical address is 1404 Letcher Street, City of Llano, Texas 78643.

Initiating Department/Presenter- Amy Galloway, Human Resources

Recommended Motion:

Move to approve Ordinance 1588 Special Use Permit 396 for the purpose of an Accessory Building located within Single Family -2 (SF-2) zone.

Background/History:

Findings/Current Activity:

Financial Implications:

None

Associated Information:

Application

Maps

Survey

Ordinance 1588

**SPECIFIC USE PERMIT  
REQUEST FORM**

Name: Ronnie Reed Address: 1404 Letcher St Date \_\_\_\_\_  
Llano Tx

Phone: 830-613-8054 Email: RONNIEJ1945@AOL.COM

Property owner  Yes  No  
*(NOTE: You must be the owner of the property relating to the specific use permit)*

Request Build shop for hobby intrests 24' x 30'  
on concrete slab

Physical Address of Request 1404 Letcher st

Legal description for area of request \_\_\_\_\_

Zoning District of request \_\_\_\_\_

Present zoning requirement \_\_\_\_\_

**REQUEST FEE – non-refundable \$250.00 plus actual costs (cost includes certified return receipt per letter mailed, depending on the number of property owners notified, and the publication in the newspaper)**

Requester Signature Ronnie Reed

Code Enforcement Dept. - Approval:  Yes  No Initial \_\_\_\_\_  
Reasoning / Recommendation: \_\_\_\_\_

City Secretary - Approval:  Yes  No Initial \_\_\_\_\_  
Reasoning / Recommendation: \_\_\_\_\_

City Manager - Approval:  Yes  No Initial \_\_\_\_\_  
Reasoning / Recommendation: \_\_\_\_\_

**SPECIFIC USE PERMIT  
REQUEST FORM**

**CITY OF LLANO  
PLANNING AND ZONING / CITY COUNCIL**

**TO THE APPLICANT:**

An application for a Specific Use Permit (SUP) shall be accompanied by a site plan drawn to scale and showing the general arrangement of the project, together with essential requirements such as: off street parking facilities, size, height, construction materials and locations of buildings and uses to be permitted. Other information that the applicant may desire to furnish would be location of signs, ingress and egress to public streets, types of visual screening such as walls or fences and the relationship of the intended use to all existing properties and lands within 200 feet. The Planning and Zoning Commission and the City Council may request additional information, drawings, (floor plans), or pictures of the property.

**NO SPECIFIC USE PERMIT WILL BE GRANTED UNLESS THE APPLICANT AGREES TO BE BOUND AND COMPLY WITH THE WRITTEN REQUIREMENTS OF THE SPECIFIC USE PERMIT AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION AND APPROVED BY THE CITY COUNCIL.**

**PLEASE READ THE FOLLOWING CRITERIA. NO SPECIFIC USE PERMIT WILL BE APPROVED UNLESS THE FOLLOWING REQUIREMENTS CAN BE MET.**

- 1. The proposed use must be harmonious and compatible with its surrounding existing uses.**
- 2. The activities requested by the applicant must be associated with the requested use.**
- 3. The nature of the use shall be reasonable.**
- 4. The request should not create an adverse impact on the neighborhood by lowering property values, creating odors, or sound.**
- 5. A Specific Use Permit must be permitted in accordance with City of Llano Zoning Ordinance.**

**Public Hearing and Notice is as follows: 20 days prior to making its report to the City Council, the Planning and Zoning Commission shall hold at least one public hearing on each application. Before the tenth day before the hearing date before the Planning and Zoning Commission, written notice of each public hearing before the Planning and Zoning Commission on a proposed change in a zoning classification shall be sent to each owner, as indicated by the most recently approved Municipal Tax Roll, of property within two hundred**

# ACCESSORY STRUCTURE GUIDELINES



City of Llano

301 W. Main St., Llano, Tx.

78643

(325) 247-4158 x 3 | [permits@cityofllano.com](mailto:permits@cityofllano.com)

One-story detached accessory structures with a floor area equaling to or less than 120 square feet do not require a permit.

## Required Documents:

- Building Application
  - Site Plan
  - Foundation Plan or Anchoring Details
  - Electrical details (if applicable)
  - Plumbing details – Sewer, Water & Gas (if applicable)
  - Mechanical details – HVAC (if applicable)
  - Energy Report - REScheck (for accessory dwelling) [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck)
- 
- ✓ Special Use Permit Required
  - ✓ Plan Review Required
  - ✓ Building Permit Required

*Scope of work*

*Wedges to note Phase 1  
NO Electrical on House*

*Phase 2 future Electrical.*

## Required Inspections:

- Foundation (prior to pouring – if applicable)
- Electrical, Plumbing and Mechanical (if applicable)
- Framing (site-built construction only)
- Final

All documents must be submitted electronically, in pdf format, online at:  
[permits@cityofllano.com](mailto:permits@cityofllano.com)

**Drawings do not have to be to scale but all measurements must be accurate.**

Please visit the City of Llano website for more information on City of Llano Ordinances:

[www.CityofLlano.com](http://www.CityofLlano.com)

GF# 20230690762L-LL

**WARRANTY DEED**  
(Llano County, Texas)

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

**Date:** Executed as of date of acknowledgement to be effective July 13, 2023

**Grantor:** NANCY ELLA SHAPLEY, a single woman

**Grantor's Mailing Address:** 111 Jamica Street, Houston, Texas 77012

**Grantee:** RONNIE J. REED and MARKETIA M. REED

**Consideration:** Cash and other good and valuable consideration.

**Property (including any improvements):**

**Being Lot Nos. Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11) and Twelve (12), Block No. B-Six (B-6), Miller's Addition to the Town of Llano, Llano County, Texas, according to the Plat recorded in Volume J, Page 611, Deed Records of Llano County, Texas; together with all rights, privileges and appurtenances pertaining thereto, including but not limited to: water rights, claims, permits, strips and gores, easements, and cooperative or association memberships.**

**Reservations from Conveyance:** None

**Exceptions to Conveyance and Warranty:**

(1) Restrictions, covenants, conditions, easements and reservations, if any, relating to the Property, but only to the extent they are still in effect, shown of record in Llano County, Texas;

(2) All zoning laws, regulations, and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect, relating to the Property;

(3) Ad valorem taxes and assessments for the current calendar year have been prorated as of the date hereof, and Grantee assumes and agrees to pay all taxes and assessments for the current year prior to delinquency. This conveyance of the Property to Grantee, or a subsequent change in the use of the Property, may result in the imposition of additional tax plus interest as a penalty for the conveyance or the change in use of the Property. Grantee assumes and agrees to pay any additional

taxes which may be assessed against the Property for any prior years as a result of this conveyance or any change in usage of the Property by Grantee, or Grantee's heirs, successors and assigns.

Grantor, for the Consideration, receipt of which is acknowledged, and subject to the Reservations from Conveyance and Exceptions to Conveyance and Warranty, grants, sells and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and Exceptions to Conveyance and Warranty.

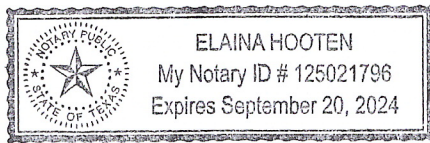
The contract between Grantor as the Seller and Grantee as the Buyer may contain obligations or limitations as to warranties. To the extent the contract provides for such obligations or limitations to survive the contract or this conveyance, then the obligations or limitations shall be deemed incorporated in this deed by reference. The warranty of title in this deed is not affected by and is expressly excluded from the limitations described in this paragraph.

When the context requires, singular nouns and pronouns include the plural.

*Nancy Ella Shapley*  
NANCY ELLA SHAPLEY

STATE OF TEXAS §  
COUNTY OF Llano §

This instrument was acknowledged before me on the 13 day of July, 2023, by Nancy Ella Shapley.



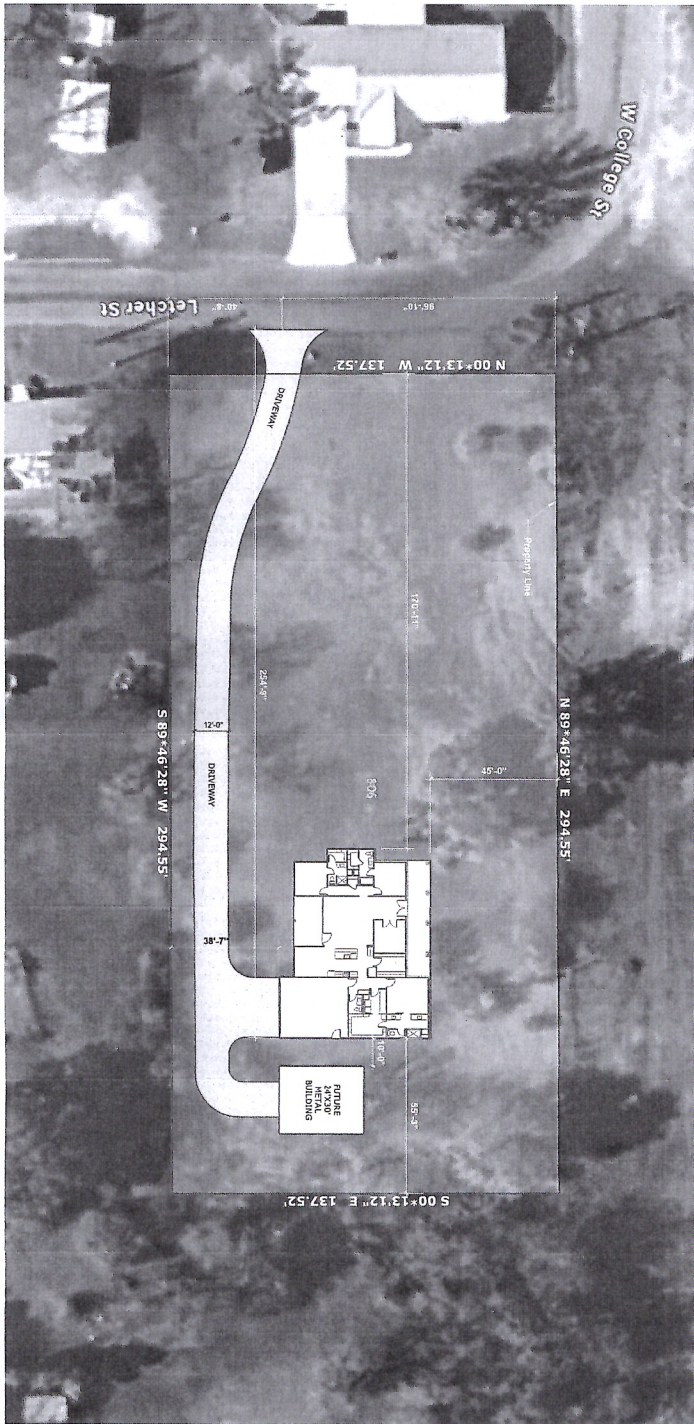
*Elaina Hooten*  
Notary Public, State of Texas

**Grantee's Mailing Address:  
(REQUIRED FOR FILING)**

12350 CR 2911  
Gustace, TX 75124

STATE OF TEXAS  
COUNTY OF LLANO  
FILED AND RECORDED AT 3:46 O'CLOCK P.M. ON  
THE 13 DAY OF **JULY** A.D. **2023**. HLT  
I hereby certify that this instrument was FILED on the date and at the time stamped hereon by me and was duly RECORDED in the Official Public Records of Llano County, Texas.  
INSTRUMENT NO:

Marcia Hudeler  
COUNTY CLERK, LLANO CO., TEXAS  
BY BB, DEPUTY NO OF PAGES: 2  
23 03940



02  
**SITE LAYOUT**  
 SCALE: 1"=20'



**LIVING AREA** 2174 SF  
**POORCHES** 524 SF  
**BRICK TERRACE** 14 SF  
**UNDER FLOOR** 3283 SF

**S**  
 01

**DRAWN BY**  
 JB  
**DESCRIPTION**  
 Site Layout

**PROJECT NO.**  
 2024-01  
**PROJECT**  
 Reed House

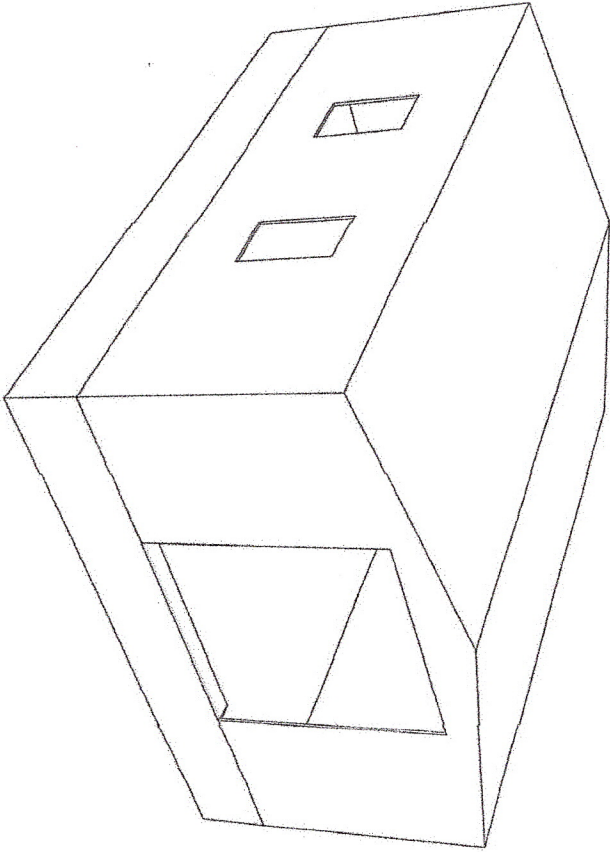
**ISSUE**  
 05.01.2024  
**RE-ISSUE**  
 -----

**REED HOUSE**  
 Lots 7-12, Letcher St  
 Llano, TX

**The Design House**  
 3458 FM 607 South  
 Larue, TX 75770  
 903-515-0735  
 designhousetexas@gmail.com



Ronnie Reed  
Storage Barn

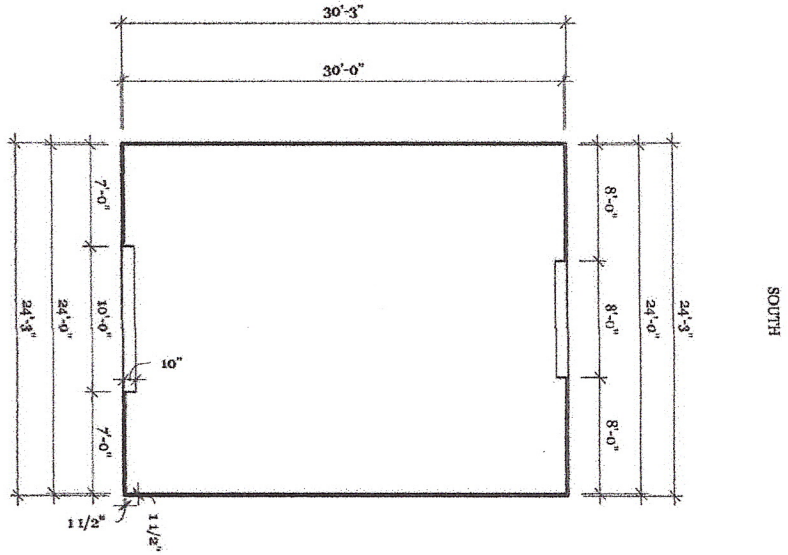


DHWC  
830-634-1660



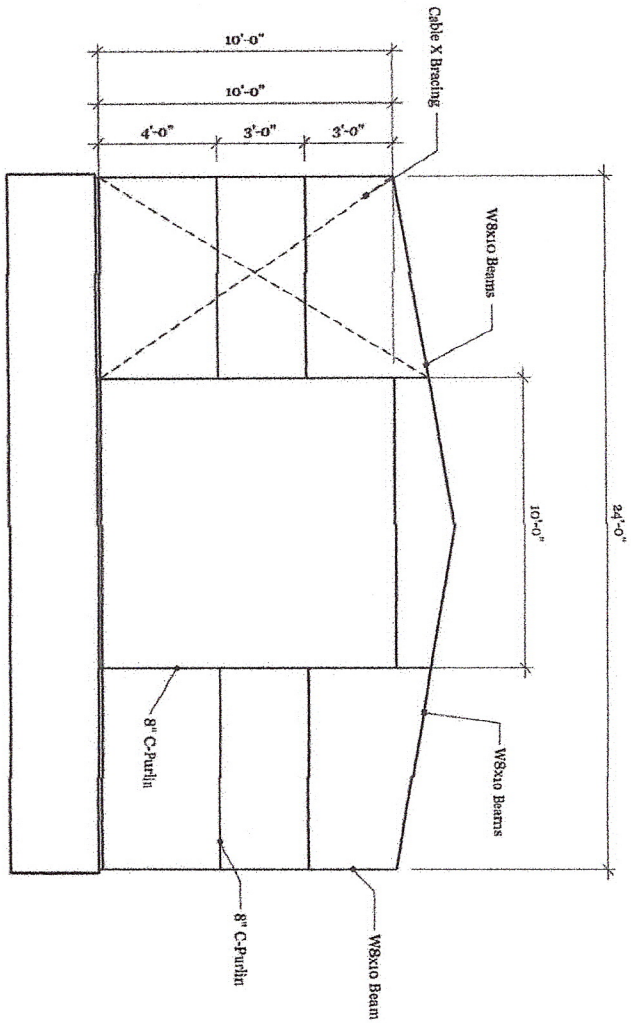
October 9, 2025

Overhead View  
 Scale: 1/8" = 1'



REVISIONS	
NO.	REMARKS
1	
2	
3	
4	
5	

A O1



North View  
Scale: 1/4" = 1'

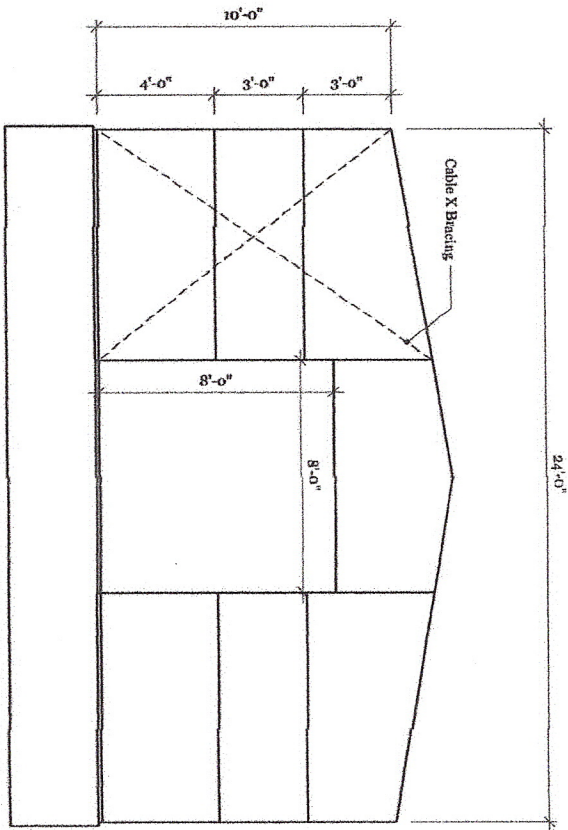


REVISIONS

NO.	DATE	BY	DESCRIPTION
1			
2			
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4			
5			

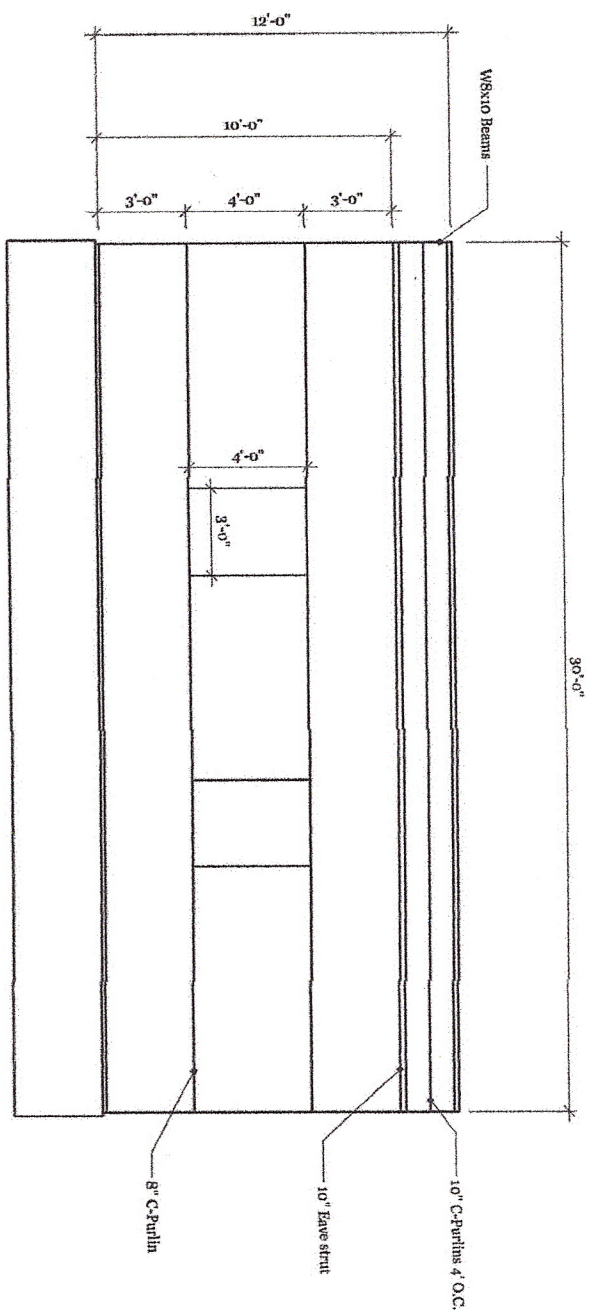
A 02

South View  
 Scale: 1/4" = 1'



REVISIONS	
NO.	DATE
1	10/10/07
2	10/10/07
3	10/10/07
4	10/10/07
5	10/10/07

A 03



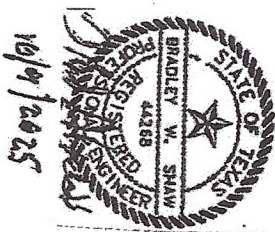
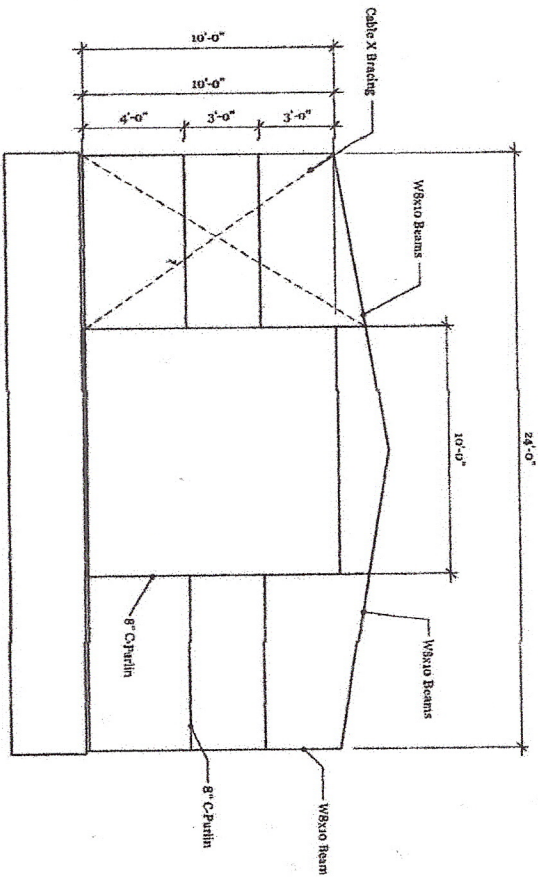
East View  
Scale: 1/4"=1'



REVISIONS	
NO.	REMARKS
1	MAJ/DB/1/17
2	
3	
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A 04

Wall girts to be 2x8 purlins Roof purlins to be 2x10 @ 48" OC



Property Address: 1404 Letcher, Llano, Texas

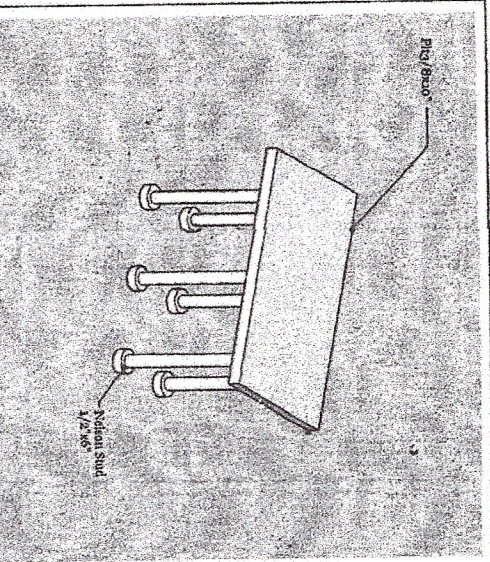
Highland Lakes Engineering  
Box 1164, Kingsland, Texas 78639  
830-637-9584 TX. Reg # F-9209

North View  
Scale: 1/4" = 1'

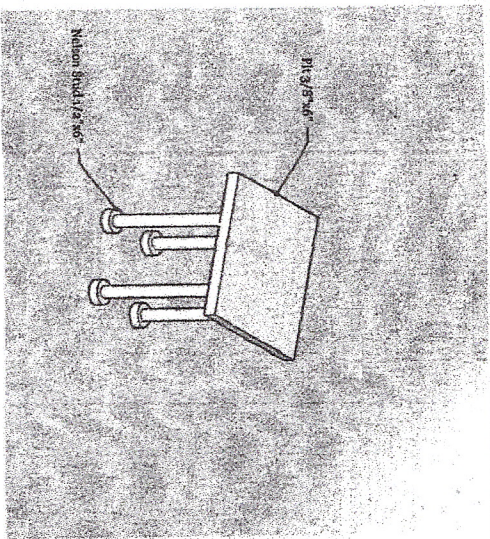


REVISIONS	
NO.	REVISIONS
1	DATE: 10/10/25
2	DATE: 10/10/25
3	DATE: 10/10/25
4	DATE: 10/10/25
5	DATE: 10/10/25

A 02



Detail A - Top W-Beam Weld Plate



Detail B - Top T-Beam Weld Plate

Plates to be set prior to pour.  
 All welds to be 1/4" fillet throughout  
 A welding and structural review will be made during construction

- NOTES:** Building engineered to meet or exceed following criteria
- Building Drift
  - With metal siding H/180
  - Girt Deflection
  - Wind Design
  - Metal Siding L/180
  - Wind Design and R/R Category II
  - Ultimate wind speed 115 MPH
  - Nominal Design Wind Speed 90 MPH
  - 10 Year Mean Recurrence Wind Speed 76 MPH
  - Wind Exposure Classification C
  - Directionality Factor 0.85
- Weld Plate Connections**
- All weld plate to column connections to be 1/4" fillet welds
  - All weld plate to column connections to be 1/4" fillet welds
  - All weld plate to column connections to be 1/4" fillet welds



Property Address: 1404 Letcher, Llano, Texas

Highland Lakes Engineering  
 Box 1164, Kingsland, Texas 78639  
 830-637-9584 Tx. Reg # F-9209

Specs	
NTS	
<b>DHWC</b> 530.913.1980	
REVISIONS	
NO.	DATE
1	
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A 06	

**ORDINANCE NO. 1588**

**AN ORDINANCE OF THE CITY OF LLANO, TEXAS AMENDING ZONING ORDINANCE NO. 735, SECTION 8B-1 AND ESTABLISHING SPECIFIC USE PERMIT 396 ALLOWING AN ACCESSORY BUILDING IN A SINGLE FAMILY – 2 (SF-2) DISTRICT, PROPERTY AS DESCRIBED HEREIN; WITH STIPULATIONS DESCRIBED HEREIN; AMENDING THE OFFICIAL ZONING MAP; AND PROVIDING FOR A PENALTY, SAVINGS, SEVERABILITY CLAUSE; AND AN EFFECTIVE DATE.**

**WHEREAS**, at its meeting held on the 15th day of January 2026, the Planning/Zoning Commission did consider and make recommendations on a certain request for a Specific Use Permit to place an accessory dwelling in a Single Family – 2 (SF-2) District. Physical address is 1404 Letcher Street. Legal description is the MILLER ADDN BLK B6 LTS 7-12 to the town of Llano, Llano County, TX.

**WHEREAS**, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals, and general welfare:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LLANO, TEXAS.

SECTION I.

That Specific Use Permit is hereby established for the premises located at 1010 Wright Street, Llano, Texas, and more specifically described on the attached Exhibit A, providing for the following use:

Accessory Dwelling

SECTION II.

That development shall be in accordance with all special conditions, restrictions, and regulations.

None

SECTION III.

That the official Zoning Map of the City of Llano shall be amended to reflect the provisions of this ordinance and in accordance with Section 20.2 of Ordinance No. 735 of the City of Llano, Texas.

SECTION IV.

That any person, firm, or corporation violating a provision of this ordinance, upon conviction, is guilty of an offense punishable as provided in the City of Llano Ordinance No. 735, as amended,

by a fine not to exceed one thousand dollars (\$1,000); and each day or portion thereof during which the violation is committed, continued, or permitted shall be a separate offense.

SECTION V.

That if any section, sub-section, paragraph, clause, phrase, or provision of this ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part or provisions hereof, other than the part so decided to be invalid or unconstitutional.

SECTION VI.

That Ordinance No. 735, otherwise known as the Zoning Ordinance of the City of Llano, as amended, shall remain in full force and effect.

SECTION VII.

That this ordinance shall become and be effective on and after its adoption.

PASSED AND APPROVED this on the 20<sup>th</sup> day of January 2026

---

Laura Almond, Mayor

ATTEST:

---

Kim Wagner, TRMC, CPM, City Secretary

CITY ADMINISTRATOR  
Finley deGraffenried

## CITY OF LLANO

301 W. Main  
Llano, Texas 78643  
Office (325)247-4158 / Fax (325)247-4150



CITY SECRETARY  
Kim Wagner, TRMC

MAYOR  
Laura Almond

MAYOR PRO-TEM  
Kara Gilliland

ALDERMEN  
Larry Sawyer  
Les McDaniel  
Travis Allen  
Kelli Tudyk

---

## Specific Use Permit

NO. 396

January 20th, 2026

A Specific Use Permit has been approved by the City Council of the City of Llano, Texas, for the purpose of a accessory building located within zone single family 2 (SF-2). The physical address is 1404 Letcher Street.

The legal description is Brown MILLER ADDN BLK B6 LTS 7-12 in the town of Llano, Llano County, TX.

The SUP has been approved.

\_\_\_\_\_  
Kim Wagner, TRMC  
City Secretary, City of Llano

\_\_\_\_\_  
Laura Almond, Mayor



## CITY COUNCIL AGENDA

1/20/26

Agenda Item: G2

---

**Item/Subject: Discussion** and possible action to approve Resolution R-2026-08 amending the Master Fee Schedule, increasing fees for bulk water from \$0.02/gallon (\$20.00 per 1000 gallons) to \$0.05 per gallon (\$50.00 per 1000 gallons); and increasing the hydrant meter fee from \$320.00 per month to the equivalent cost of a 3" meter (currently \$357.73) per month.

**Initiating Department/Presenter:** Finley DeGraffenried, City Manager

---

**Recommended Motion: Move** to approve Resolution R-2026-08 amending the Master Fee Schedule increasing the rates for bulk water and hydrant meters.

---

**Background/History:** During the FY 2026 Budget process, Council reviewed fees and considered adjustments to water rates. Absent City discussions on water rates was the fee for bulk water. Staff now offers this amendment to the fee schedule for Council consideration.

All of the City's fees have been compiled into one place, the Master Fee Schedule, which the City Council approves by resolution. This approach simplifies the codification of ordinances, which no longer include any fees and gives citizens easy access to the current rates for all City fees and services.

---

**Findings/Current Activity: Several** departments are requesting to update the fee schedule in areas for which they are responsible.

---

**Financial Implications:**

Item is estimated to generate additional revenue:

---

**Associated Information:**

Attached information:

- Proposed Master Fee Schedule
- Resolution R-2026-08

**RESOLUTION R -2026 -08**

**A RESOLUTION OF THE CITY OF LLANO AMENDING THE MASTER FEE SCHEDULE AND REVISING FEES CHARGED FOR VARIOUS SERVICES AND USES PROVIDED OR OFFERED BY THE CITY**

**WHEREAS**, pursuant to Texas Local Government Code § 51.001, the City Council of the City of Llano, Texas ("City Council") has the authority to adopt, publish, and amend a fee schedule that is for the good government, peace, or order of the City of Llano ("City"); and

**WHEREAS**, the consolidation of fees into a centralized master fee schedule is more convenient for citizens of the City when searching for applicable fees; and

**WHEREAS**, the adoption of fees by resolution allows the City to operate more efficiently; and

**WHEREAS**, the City Council finds that it is necessary and proper for the good government, peace, and order of the City of Llano to amend the Code to create a master fee schedule where said fees are adopted by resolution;

**WHEREAS**, if any section, subsection, sentence, clause, or phrase of this Resolution is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of the Resolution. The City Council of the City of Llano hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**WHEREAS**, this Resolution shall take effect immediately from and after its passage and publication as may be required by governing law.

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

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

The Fee Schedule of the City of Llano, Texas, is amended as set forth in **Exhibit A**, attached hereto and incorporated herein by reference, such changes to be effective with the passage of this Resolution.

**PASSED AND APPROVED** on this the 20th day of January 2026.

---

Kim Wagner, City Secretary

---

Laura Almond, Mayor

Current

**Proposed**

Fire Hydrant Meter Charge	\$320.00 / month base fee	<b>equivalent to a 3" meter base fee</b>
Fire Hydrant Volume Rate	\$.02 / gallon	<b>\$.05 / gallon</b>



**CITY COUNCIL AGENDA**

1/20/26 Agenda  
Item: G3

---

**Item/Subject:** Discuss and consider allocating the use of City of Llano Hot Funds for improvements to Robinson Park for live music performances.

**Initiating Department/Presenter:** Kelli Tudyk, Alderwoman

---

**Recommended Motion:** Consideration of a Motion to allocate up to \$27,000.00 in Hotel Occupancy Tax (“HOT”) to fund improvements to a live music venue at Robinson Park.

---

**Background/History:** It is staff’s understanding that Council desired to utilize HOT proceeds during FY 2026 to fund City venues for the purposes of improving facilities and attracting out-of-town visitors for live music and events. Staff sought advice from legal counsel, who concurred the use met the requirements for HOT funding.

---

**Findings/Current Activity:** There is no financial impact to the City’s Operating budget. HOT funds and disbursements are segregated in a separate Fund.

---

**Financial Implications:**

There is no financial impact associated with this item.

Item is budgeted: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ In the amount of \$ \_\_\_\_\_ (amount in the budget account)

Item is not budgeted:

Item is estimated to generate additional revenue:

---

**Associated Information:**

- DC Meier invoice

**DAVID MEIER CONSTRUCTION, INC.**

509 East Young St.  
Llano, TX 78643  
+13252476032  
dc@meierconst.com  
http://www.meierconstruction.com



**Estimate**

ADDRESS

City of Llano  
301 West Main St.  
Texas  
Llano, TX 78643

ESTIMATE #  
3043

DATE  
07/16/2025

EXPIRATION DATE  
10/16/2025

SALES REP  
D.C. Meier

PROJECT  
City Park Pavilion

DESCRIPTION	QTY	RATE	AMOUNT
Limestone Block Walls			
Equipment Work / Demo Concrete / Cut & Fill / Prepare for Limestone Blocks / Set Limestone Blocks	1	17,600.00	17,600.00
Limestone Blocks - 2'x 2'x 5' & Freight (only charge for blocks used)	105	200.00	21,000.00
Tons of 1" Minus Rock (Limestone)	54	34.00	1,836.00
Yards Fill & Spreading (Onsite)	144	28.00	4,032.00
Yards of Granite Gravel & Spreading	144	30.00	4,320.00

Contact DAVID MEIER CONSTRUCTION, INC. to pay.  
Thank you for Opportunity to Bid

TOTAL

**\$48,788.00**

ACCEPTANCE OF ESTIMATE - The above price, specification and condition are satisfactory and hereby accepted. You are authorizing to do work as specified. Payments will be made outlined above.

We have Workman Compensation and Company Liability Insurance. All alterations from plan specifications will executed upon written order and price may increase or decrease accordingly.

Accepted By

Accepted Date



**CITY COUNCIL AGENDA**

1/20/26  
Agenda Item: G4

**Item/Subject:** Discussion and consider costs and fees for the use of City Facilities.

**Initiating Department/Presenter:** Finley deGraffenried

**Recommended Motion:**

**Background/History:** Council has directed staff to provide additional background on costs of certain facilities and services in order to provide a discounted base amount to users under certain conditions. Staff has estimated costs based on annual operating expense (utilities, staff, and consumable supplies) and estimated costs of manpower and equipment including fringes.

In addition to identifying a base amount charge, Council may also consider the *conditions* that warrant the discounted rate, i.e. 501(c)3 Corporation, Youth Serving, or City Serving. Council should also consider latitude for future decisions.

There is a minor, albeit undetermined impact to the Operating Budget.

<b>Facilty/Service</b>	<b>Cost</b>	<b>FEMA</b>	<b>City Charge</b>
Bucket Truck		\$70/truck only	\$200/truck&staff
Arial/Electric Personnel	\$112/2 staff/hr		
Maintenance Personnel	\$28/staff/hr		\$75/staff/hr
Disposable Containers	n/c		n/c
LanTex	\$100/day		\$300/day+ancil.
JLK Event	\$600/day		\$1000/day

**Financial Implications:**

**Associated Information:**

- Excerpted Master Fee Schedule

<b>LANTEX THEATER</b>	
<b>Basic Rental (up to 3 hours)</b>	\$150.00
Each Hour or Portion of an Hour Over 3 Hours (up to 3 additional hours)	\$50.00 / hour
Examples of usage: film society, church functions, award ceremony, etc.	
<b>Cleaning Fee or Cleaning Deposit</b>	Up to \$150.00
<b>All Day Rental (up to 8 hours)</b>	\$300.00
Each Hour or Portion of an Hour Over 8 Hours (up to 2 additional hours, anything more to be billed at \$250.00)	\$50.00 / hour
Examples of usage: conferences, club meetings, etc.	
Cleaning Fee or Cleaning Deposit	Up to \$150.00
<b>Main Event Rental</b>	\$350.00
Examples of usage: concerts, shows, etc. that are taking a gate and/or generating revenue and/or may likely need the facility from morning through late evening	
Cleaning Fee or Cleaning Deposit	Up to \$150.00
<b>Additional Charges</b>	
<b>Security Deposit</b>	\$500.00
<b>On Site Manager - Required for any rental</b>	\$25.00 / hour
<b>Use of Projector - 4 Hours or Less</b>	\$50.00
<b>Use of Projector - 4 Hours or More</b>	\$100.00
<b>Projectionist</b>	\$25.00 / hour
<b>Sound Technician/Outside Contract - Per Event</b>	\$150.00
<b>Use of Table(s)</b>	\$10.00 each
<b>Use of Chair(s)</b>	\$2.00 each
<b>Concessions</b>	
<b>Tenant/Main Street for Events</b>	25% / 75%
<b>Sponsor/Main Street for Movies</b>	50% / 50%
<b>PARKS AND RECREATION</b>	
LLANO PARK FACILITIES AVAILABLE FOR RENTAL	
<b>BADU PARK - PAVILIONS</b>	
<b>Deposit (Refundable)</b>	\$50.00
<b>East Pavilion Fee</b>	\$75.00
<b>West Pavilion Fee, April 1 - October 31 (Splash Pad Open)</b>	\$100.00 / 3 hours
<b>West Pavilion Fee, November 1 - March 31 (Splash Pad Closed)</b>	\$100.00 / day
<b>BADU PARK - RV RENTAL SPOTS (First Come, First Served)</b>	\$45.00 / night
<b>RAY HOUSE</b>	
Deposit	\$100.00
Fee	\$150.00
<b>ROBINSON PARK - EAST END OR WEST END</b>	
Deposit - Refundable	\$100.00

Rental Fee	\$100.00 half day / \$200.00 full day
Table Rentals (includes chairs)	\$100.00 / day
Table & Chair Deposit - Refundable	\$5.00 each
<b>ROBINSON PARK - PAVILION</b>	
Deposit - Refundable	\$100.00
Rental Fee	\$100.00 half day / \$200.00 full day
<b>ROBINSON PARK - TENT CAMPING</b>	
	\$10.00 / night
<b>ROBINSON RV PARK</b>	
	Contact 325.247.7905
Nightly	\$40.00
Weekly	\$240.00
Monthly	\$500.00
<b>JLK CENTER</b>	
Arena	
1-Day Rental (Monday through Thursday)	\$450.00 / day
2-Day Weekend Rental (Friday & Saturday OR Saturday & Sunday)	\$1,700.00
3-Day Weekend Rental (Friday, Saturday & Sunday)	\$2,250.00
Required Deposit - 25% of Event Total	25%
Event Room	
Full Day	\$1,000.00
Half Day	\$600.00
Required Deposit - 50% of Event Total	50%
Entire JLK Facility - 3 Day Weekend	\$3,050.00
Required Deposit - 50% of Event Total	50%
Yard or Concession Area	\$150.00 / day
Required 50% of Event Total	50%
Other JLK Center Fees	
Trailer Parking - 30 AMP	\$25.00 / night
Trailer Parking - 50 AMP	\$35.00 / night
Stalls	\$25.00 / day or night
Vendor Concession	\$500.00 Move-out Fee, Plus 10% of Revenue



**Date: 1-20-26**

**Agenda Item: G5**

**CITY COUNCIL AGENDA**

---

**Item/Subject:** Discussion and possible action to amend Ordinance 1565 Streets, Sidewalks, and other public places.

**Initiating Department/Presenter:** Finley deGraffenried, City Manager

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**Recommended Motion:**

---

**Background/History:** At the January 6<sup>th</sup> meeting, Council requested staff review any other areas that represent significant difficulty in maintenance, or burden to property owners. To that end staff discussed areas previously presented to Council and other areas receiving City attention or areas that represent extreme topography. Staff commented:

- Johnson grass on Austin Street, next to Ben E Keith, is difficult to access due to a wash-out. Blake suggested the City could fill in the wash out, which would likely prevent future erosion on the road, however; the City has not maintained the area previously.
- Almost all areas receiving City maintenance are related to encroachment by vegetation; to eliminate line of sight issues; or to maintain utility access/easements.
- Many of the areas are mowed on an as needed basis, with some being mowed only once or twice in the past several years.
- Under the TxDOT Maintenance Agreement, the City is obligated to maintain certain ROW areas along 152 for the sidewalk, at Moore Complex, and at the JLK.

Staff refers to Council considerations in the December 29, 2025 Memo, attached for reference.

**Financial Implications:**

This item is not expected to have any Budget impact, however; it may increase workload of Street and Park staff.

**Associated Information:**

City of Llano

M E M O

To: Mayor and City Council  
From: Finley deGraffenried  
Re: Request for additional information related to maintenance of certain Rights of Way ("ROW")  
Date: 29 December 2025

On December 15<sup>th</sup>, Council requested additional information related to mowing maintenance of ROW's that were previously maintained by the City and/or that were used and designed for surface drainage.

In July of 2025 Council amended Chapter 86, Streets and Sidewalks, and Other Public Places, City of Llano Code of Ordinances, to require abutting property owners to maintain and mow areas between their property line and street (back of curb or beginning of pavement), and ½ of the width of any alleys abutting their property. Since the time of passage, City personnel have ceased maintenance on some related ROW's.

Alderman Sawyer asked Council consideration to include certain ROW's, particularly that could impact drainage efficiency, under City maintenance.



*Green at Oak facing east*



*Green at Oak facing west*



*Green at Ash facing east*



*Green at Ash facing west*



*Chestnut at Green facing south*



*Chestnut at Green facing south*



Austin St @ Chattanooga facing east



Austin St at Anniston facing west



Austin St facing west

Blake Schulze, Street Crew Leader, also provided comment on previous and current mowing of ROW's:

- North side of Sandstone, between Cedar and Ash, is currently being maintained approximately 1-2 times per year due to City drainage and growth into paved area. Blake also noted neighbors will also mow behind the curb occasionally.
- The Johnson grass shown on Austin Street, next to Ben E Keith, is normally not mowed, however Blake did note there is about a 2 foot wash-out within the ROW. The areas, along Austin Street to the culvert have been maintained by the residents.
- Blake noted the City does mow an area on Hwy 16 near Ben E Keith that should be TxDOT, but the City has been maintaining due to it being an entrance to the City.
- Blake noted that the City continues to maintain ROW on Chattanooga at the electric substation; on Fox Run; and on Cedar behind the Cemetery. The mowing is primarily to keep vegetation from encroaching on the roadways and is normally done 1-2 times per year.

### ***Council Considerations***

- Council could consider an amendment based on conditions, but preferably not location.
- All streets without curb and gutter drain on landscape areas.
- Some jurisdictions only provide relief for maintenance based on frontage feet, or size of tract.
- Based on observation, many areas of town also suffer from lack of code enforcement regarding ROW maintenance.
- Maintenance of ROW abutting roadways is a generally accepted policy for local jurisdictions regardless of topography.

Staff seeks Council input and will draft amendments based on Council direction.

**ORDINANCE NO.1565**

**AN ORDINANCE OF THE CITY OF LLANO, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 86, STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES, ARTICLE I, IN GENERAL; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; ESTABLISHING AN EFFECTIVE DATE; PROVIDING FOR PROPER NOTICE AND MEETING.**

**WHEREAS**, the City of Llano (“City”) is a Type A general law municipality; and

**WHEREAS**, pursuant to Texas Local Government Code § 51.001, the City Council of the City of Llano, Texas (“City Council”) has the authority to adopt, publish, amend or repeal an ordinance that is for the good government, peace or order of the City; and

**WHEREAS**, pursuant to § 311.002 of the Texas Transportation Code the City has exclusive control over the highways, streets, and alleys within the City; and

**WHEREAS**, pursuant to § 311.003 of the Texas Transportation Code the City Council may require a person to keep weeds, unclean matter, or trash from the street, sidewalk, or gutter in front of the person's premises and require the owner of land to improve the sidewalk in front of the person's land; and

**WHEREAS**, the City Council desires to amend its current regulations regarding streets, sidewalks, and alleys; and

**WHEREAS**, the City Council is of the opinion and finds that the adoption of these amendments to the City’s ordinances will promote the public health, safety, or general welfare;

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

**I.**

Chapter 86, Streets, Sidewalks, and Other Public Places, Article I, In General of the Code of Ordinances of the City of Llano, Texas is hereby amended in its entirety to read as follows:

**ARTICLE I IN GENERAL**

**§ 86-1. Placement and Removal of Items.**

- (a) No person shall place any personal property, materials, goods, wares, merchandise, or similar items of any kind in or upon any public street, sidewalk, alley, or right-of-way of the City.

- (b) No person shall place, deposit, or leave in or upon any public or private property, public street, alley, sidewalk, rights-of-way, park, or other City building or property any waste materials, trash, weeds, bottles, glass, cans, pieces of scrap metal, metal articles, paper or other accumulation of debris or items other than placement of refuse for collection.
- (c) No person shall deposit or throw on any public grounds, streets, alleys or sidewalks any earth, ashes or other material whatsoever, or remove any earth, stone or other material from any street, square, alley, sidewalk or other public ground or place without approval from the City.

**§ 86-2. Maintenance.**

- (a) No owner or occupant of any property shall allow or permit any trees, shrubs, or other plant growth on the property to impede, obstruct, or interfere with the free passage and movement upon any public street, sidewalk, or alley; impede the visibility of drivers; or interfere with any traffic control device or signs or street lighting. Tree limbs must be maintained to hang no lower than thirteen and one-half feet (13.5') above any public street or alley and eight feet (8') above any public sidewalk. Trees below eight feet (8'), shrubs, or other plant growth must be maintained to not encroach on any public sidewalk and so as not to impede visibility of drivers.
- (b) No person owning or occupying any property fronting on any street, alley, or public place in the City shall allow grass or weeds to grow in a way that is characterized as uncontrolled, unmaintained, or overgrown, including those areas between the property line and the street.
- (c) No person shall allow the sidewalk in front of any property owned or controlled by them to become unclean in any manner, out of repair, or in such a condition from any cause so as to interrupt or make dangerous the free passage or movement on such sidewalk.

**§ 86-3. Portion of Sidewalk, Street, Alley to Maintain.**

- (a) A person in control of any land abutting a sidewalk, alley, or street must maintain the portion of the sidewalk, alley, or street as follows:
  - (1) Any portion of a street that has been opened for public use between the curb line, or if there is no curb line, the edge of pavement, and the abutting property line, including sidewalks placed thereon.
  - (2) One-half (½) of the width of abutting alleys (from the property line to the centerline of the alley).

(3) Any portion of a street/alley abutting the boundaries of a parcel of land, which street/alley has not been opened for public use, shall be maintained by those persons who dedicated the street/alley or their successors in interest, including lessees and other persons in control of the land abutting the street/alley; provided that if the abutting land on either side of such street/alley is owned by different persons, then the owner, lessee or other person in control of the land shall only be required to maintain one-half (½) of the width of the street/alley abutting their land.

(b) It is unlawful for any person in control of any land abutting a sidewalk, alley, or street to fail to maintain the land abutting a sidewalk, alley, or street as described in this section.

#### **§ 86-4. City Maintenance of Alleys.**

The City only maintains alleys or portions of alleys when required to provide city utility services or to abate a nuisance. This maintenance is limited to removing overgrowth when access is required and maintaining a driving surface suitable for the City's heavy equipment to reach the utilities located in the alley. Maintenance of the driving surface of all other alleys shall be the responsibility of the abutting property owners. Property owners must use a material that will not wash out to fill any potholes and must receive prior approval from the City before doing any maintenance.

#### **§ 86-5. Signage Prohibited.**

No person shall attach or place any sign, placard, poster, banner, or any other advertising device to any tree, public utility structure, traffic control device, streetlight standard, or any other device upon the public streets, alleys, sidewalks, or rights-of-way unless a permit, license or other approval has been given by the City.

#### **§ 86-6. Violations.**

Any violation of any of the provisions of this chapter shall be considered a misdemeanor and shall be punished as provided for in § 1-13.

### **II.**

The provisions of this Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent.

### **III.**

If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of the Ordinance. The City Council of the City of Llano hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

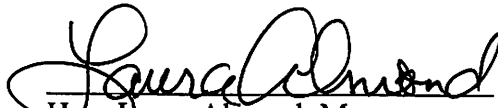
**IV.**

This Ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

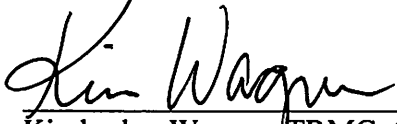
**V.**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**PASSED AND APPROVED** on this the 7th day of July, 2025.

  
\_\_\_\_\_  
Hon. Laura Almond, Mayor  
City of Llano, Texas

ATTEST:

  
\_\_\_\_\_  
Kimberley Wagner, TRMC, CPM, City Secretary  
City of Llano, Texas



## CITY COUNCIL AGENDA

1/20/26

Agenda Item: G6

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**Item/Subject:** Discuss and consider Letter Agreement for Water Conservation Plan Update with Plummer Associates, Inc.

**Initiating Department/Presenter:** Josh Becker/ Director of Water & Wastewater Operations

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**Recommended Motion:** Staff recommends no action on the update to the Water Conservation Plan due to the cost, and as an unnecessary item at this time.

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**Background/History:** Staff presented the WCP to council for review on 12/15/2025. The WCP was brought back to council on 1/5/2026 for approval. Council requested a proposal to update the usage data in the WCP for FY 2024 and FY 2025. Those years were not included in the original scope because the full update (including FY 2024 and FY 2025) would not be required until 2029. Staff opted for the cost savings of the Plans, excluding those years, in the original scope.

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**Findings/Current Activity:** Staff requested a proposal from Plummer for the update to the WCP. Attached you will find the proposal. The update will cost \$18,000 and estimated at 4 months for completion.

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**Financial Implications:**

Item is not budgeted: \$18,000

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**Associated Information:**

- Plummer Letter Agreement\_Llano 2026 WCP



# PLUMMER

January 9, 2026

Josh Becker  
Director of Water & Wastewater Operations  
301 W Main St,  
Llano, TX 78643

Re: Letter Agreement for Water Conservation Plan Update for the City of Llano

Dear Mr. Becker:

The City of Llano (City) has requested the consulting services of Plummer Associates, Inc. (Plummer) for a Water Conservation Plan Update for the City of Llano. The following general tasks are included as part of this contract and are detailed in Exhibit A Scope of Work:

- Task 1 - Kick-Off Meeting
- Task 2 - Compile and Analyze Information.
- Task 3 - Water Conservation Plan Review and Update.
- Task 4 - Review Meeting.
- Task 5 - Prepare Updated Plans.
- Task 6 - City Council Meetings.

## **Compensation**

Compensation for services will be paid by the City on a lump sum basis. The total allowance for this service is not to exceed **\$18,000** as identified in the scope of work. Additional Services outside of the scope of these Basic Services may be requested as an amendment to the contract to be authorized only in writing by the City.

***The scope of work is included as Exhibit A.***

If you agree with the items listed in this letter agreement, please sign and return this letter and agreement to [bbuff@plummer.com](mailto:bbuff@plummer.com) as an executed contract.

APPROVED:

1/9/2026

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Brigit Buff, PE, PMP  
Water Planning Team Leader  
Plummer Associates, Inc.

Date

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Josh Becker  
Director of Water & Wastewater Operations  
City of Llano

Date

**Exhibit A**  
**City of Llano**  
**Water Conservation Plan Update**  
**Scope of Work**

## Background

Retail public water supply systems are required to develop and update their Water Conservation and Drought Contingency Plans every five years. The City of Llano updated its Water Conservation Plan (WCP) in May 2024; therefore, the next update is not required until 2029. However, the City is considering a water supply contract with the Lower Colorado River Authority (LCRA). As a result, City Council members have expressed interest in updating the WCP to gain a clearer understanding of the City's current water supply portfolio by incorporating data through 2025.

The City of Llano (City) has requested that Plummer prepare an update to the City's Water Conservation Plan in compliance with Texas Administrative Code (TAC) Title 30 Part 1 Chapter 288.

The scope of work for this project is described in the following section.

## Basic Services

**Task 1 - Kick-Off Meeting.** A project kick-off meeting (Microsoft Teams virtual) will be held to review the overall project objectives, scope, delivery plan and schedule. Data and information requirements will be reviewed along with the data acquisition and overall project communication plan.

**Task 2 - Compile and Analyze Information.** Plummer will review data and information provided by the City that will help in evaluating current and future water demand, water use patterns and trends. This information may include historical water usage; projected water demands; water conservation and drought contingency plans; historical information related to mandatory and/or voluntary water restrictions; historical and projected demographic information; water system audit data; retail customer billing data by customer class; and types and extent of existing water conservation and drought contingency programs. All data will be provided to Plummer in electronic format, and will be reviewed for accuracy prior to delivery to Plummer.

**Task 3 - Water Conservation Plan Review and Update.** Based on the review of existing data and the current Water Conservation Plan, Plummer will develop recommendations for modifications to the existing plan, including updates to the utility profile to be prepared by Plummer. Recommendations for revised conservation goals and strategies will be based on Plummer's professional expertise and available industry cost-benefit data. Plummer will also incorporate the LCRA's requirements on the WCP as requested.

Additional related modifications to drought triggers and water use reduction targets (in light of current water supply and operational conditions) that would otherwise be part of an update of the Drought Contingency Plan will not be evaluated as part of this project.

**Task 4 - Review Meeting.** Plummer will prepare for and facilitate a meeting with City staff (virtual) to review and discuss recommended changes to each of the plans and to confirm the specific changes to each plan. Results from the review meeting will be used to finalize the revised plans.

**Task 5 - Prepare Updated Plans.** Based on results of previous tasks, an updated water conservation plan will be prepared. Draft copies of the plans will be submitted electronically to the City for review. Following receipt of comments, final plans will be prepared and submitted electronically.

**Task 6 - City Council Meetings.** Plummer will support the City in presenting the updated plans to City Council for adoption, including attendance at the public adoption meeting. Plummer will also support up to two additional in-person meetings to assist the City with decisions or concerns related to the LCRA firm water contracts. This support will include assistance with the preparation of presentation materials, upon request. This task includes in-person attendance by at least one Plummer staff member at up to three City Council meetings.

This task also includes assisting the City with preparation of the application package for submittal to the Texas Commission on Environmental Quality (TCEQ) for final approval, as well as to the Regional Water Planning Group, contingent upon adoption of the final ordinance by City Council. Assistance with responses to TCEQ comments will be provided upon request.

## Schedule

It is anticipated that the Basic Services will be completed within **4 months** of Notice to Proceed.

## Compensation

Compensation for Basic Services will be provided on a **lump sum basis** for **\$18,000**. Invoices will be submitted monthly based on estimated percentage completion of services.



## CITY COUNCIL AGENDA

1/20/26

Agenda Item: G7

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**Item/Subject:** Discussion and possible action regarding the use and cost of Municipal water by City Departments and Programs

**Initiating Department/Presenter:** Finley deGraffenried, City Manager

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**Recommended Motion:** Discussion and possible action to allocate costs of water to various departments and programs.

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**Background/History:** Council has previously discussed the use of water by City departments and through city athletic programs. The cost of water has been estimated at \$4.53/1,000 gallons and was calculated by dividing the cost of treatment by the total gallons treated. The cost does not include Distribution. Attached is the breakdown of use by customer and meter, and by Fund/Sport.

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**Findings/Current Activity:**

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**Financial Implications:**

Currently cost of water is not billed nor expensed to the customer/sport. Most of the allocation would be within City departments.

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**Associated Information:**

- Worksheet

CUSTOMER NAME	TOTAL CONS			
CITY OF LLANO OIL TANK	0			
LLANO LITTLE LEAGUE	280400	\$	1,270.21	Parks
CITY OF LLANO	59300	\$	268.63	PD
CITY OF LLANO	0	\$	-	inactive
LLANO RIVER PARK/SOUTH	0			
LLANO RIVER CITY PARK	25000	\$	113.25	Parks
CITY OF LLANO	600	\$	2.72	Red Top Jail
TOM & MARY F. MOORE PARK	0			
LLANO FIRE STATION #2	13600	\$	61.61	Fire
CITY OF LLANO	2258500	\$	10,231.01	Parks - Ball Field Barney Lee
CITY OF LLANO-BADU PARK	38900	\$	176.22	Parks
CITY OF LLANO LANDFILL	3700	\$	16.76	Collection Station
CITY OF LLANO-LEGEND HILLS LIF	0			
CITY OF LLANO	0			
CITY PARK	744100	\$	3,370.77	RV Park
CITY OF LLANO	506500	\$	2,294.45	RV Park
CITY OF LLANO RAY HOUSE	55900	\$	253.23	RV Park
CITY OF LLANO	296100	\$	1,341.33	Golf Course
LEDC	3944900	\$	17,870.40	JLK & soccer fields
	0			Soccer 3119500 \$ 14,131.34
				26708470
CITY OF LLANO-SW#2LIFT STATION	0			
CITY OF LLANO CEMETERY	0	\$	-	Cemetery
CITY OF LLANO CEMETERY #3	11000	\$	49.83	Cemetery

LLANO COUNTY STING	464600	\$	2,104.64	Parks
CITY OF LLANO-71/HICKORY LIFT	0	\$	-	
CITY OF LLANO	115800	\$	524.57	Visitors Center
CITY OF LLANO POCKET PARK	1900	\$	8.61	Parks
CITY STREET LIGHTS	0	\$	-	
CITY OF LLANO WATER PLANT	31600	\$	143.15	Water Plant
	8788400	\$	39,811.45	Water Plant
CITY OF LLANO - SHOP	956700	\$	4,333.85	Parks/PD
CITY OF LLANO	195500	\$	885.62	Lantex
CITY OF LLANO	30300	\$	137.26	City Hall
MILLION GALLON TANK	178300	\$	807.70	Water
CITY OF LLANO SEWER	859400	\$	3,893.08	Sewer
CITY OF LLANO-REAGOR LIFT	0	\$	-	
MOORE REC PARK	3469000	\$	15,714.57	Parks
CITY OF LLANO-MAIN LIFT STATIO	8400	\$	38.05	Sewer
	23,338,400	\$	105,722.95	

Utility Fund	9,869,800	\$	44,710.19
General Fund	3,876,600	\$	31,692.33
Baseball	6,472,500	\$	29,320.43
Soccer	3,119,500	\$	14,131.34
	23,338,400	\$	105,722.95

\$4.53 per 1000 gallons cost to produce water