

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, January 13, 2020  
5:30 p.m. Special Session**

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, January 13, 2020 in the City Council Chambers 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).

**SPECIAL SESSION  
5:30 P.M.**

- I. Call to order Special Session
- II. 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:

- III. Section 551.071 (1), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body
- IV. Adjourn into Special Session

**SPECIAL SESSION**

- V. Discussion and possible action concerning items posted and discussed by Council in Executive Session
- VI. Adjourn Special Session

**WORKSHOP SESSION**

1. Call to order Workshop Session
2. Discussion regarding 2020 Council Work Plan (*pgs. 5-10*)
3. Discussion regarding amending the landscaping ordinance or creating a Tree Preservation Ordinance for the City of Lampasas (*pgs. 11-20*)
4. Discussion regarding amending fee schedule pertaining to building permit fees, curb cut fees and tap fees. (*pgs. 21-30*)

5. Discussion regarding amending the start time of the regular City Council Meeting. (pgs. 31-32)
6. Discussion regarding 2016 CO Update (pgs. 33-34)
7. Discussion regarding any item on the regular agenda
8. Adjourn Workshop Session

**REGULAR SESSION**

7:00 p.m.

**ANNOUNCEMENTS**

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
  - Ceremonial swearing in by Judge Robert Gradel for new City of Lampasas Police Officer
    - William “Cole” Nicholas

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>	<b>PAGES</b>
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.	N/A
1.2	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the Agenda may do so at this time.	N/A

2.0	<b>MINUTES</b>	<b>PAGES</b>
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on December 9, 2019.	35-42
2.2	Discussion and possible action concerning approval of minutes of the Special Meeting (Open House/Dedication) held on December 16, 2019	43-46

3.0	<b>CONSENT AGENDA</b>	<b>PAGES</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2019 to December 31, 2019	47-52
3.2	Discussion and possible action regarding the monthly Investment Report for November 2019	53-74
3.3	Discussion and possible action regarding the approval of the second reading of an Ordinance amending the adopted budget for the Municipal Government of the City of Lampasas for the Fiscal year of October 1, 2018 to September 30, 2019.	75-78

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>	<b>N/A</b>
4.1	<ol style="list-style-type: none"> <li>1. Utility Billing and Collections Monthly Report</li> <li>2. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> </ol>	79-110

	3. Building Official Monthly Report 4. Economic Development Monthly Report 5. Fire Department Monthly Report 6. Parks and Recreation Monthly Report 7. Information Systems Monthly Report 8. Library Monthly Report 9. Golf Course Monthly Report 10. Municipal Court Monthly Report 11. City Secretary Monthly Report 12. Police Department Monthly Report	
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> <li>• Deer Trail</li> <li>• TxDOT</li> <li>• Auditors</li> <li>• Ave C</li> <li>• Police Trainings</li> <li>• Elections</li> <li>• WCID</li> <li>• Form Survey</li> <li>• Riding Club</li> <li>• Reader's Choice</li> </ul>	111-114
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 amendment of the Regular City Council Meeting Time by Resolution of the City of Lampasas City Council.	115-116
7.2	Discussion and possible action regarding approval of the first reading of an Ordinance to amend the City of Lampasas Fee Schedule in the Lampasas Code of Ordinances, specifically pertaining to building permit fees, curb cut fees and tap fees.	117-120
7.3	Discussion and possible action regarding the selection and announcement of winner of the website photo contest.	121-128
7.4	Discussion and updates regarding Comprehensive Plan	129-134

Adjourn

I, Becky Sims, Assistant 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 10 day of January 2020 at

12:05P



Becky Sims, Assistant City Secretary

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City Manager

ITEM NO. Workshop 2

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

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**Subject:**

Discussion regarding 2020 Council Work Plan

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 8, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

N/A

Attachments: 2019 Planning Worksheet

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**Summary Statement:**

This item is placed on the workshop agenda to provide Council with an update regarding identified activities for 2019, including deficiencies. Staff is also seeking input from Council for the format of a planning session in the near future. Previous formats have included a tour of selected City facilities and a facilitated work session. Based on Council input, Staff has generally prepared and formalized Council priorities for consideration and approval. Staff will provide background for this agenda item.

**Recommendation:**

Discussion and direction only.

Communication, Image and Promotion

Item-Council	Action Steps	Responsible Party	Comments	Target Date
<i>Pro-Active Communication Strategy</i>	Inventory all outlets, social media and organization contacts Provide brief update/recap after Council Meetings effectively utilize new technology available at old city hall staff Provide links on all releases	staff staff staff	May get negative comments even on positive stories social media streaming, archive, website Historical perspective, facts, data	3/1/2019 4/15/2019 5/1/2019 3/1/2019
<i>Branding/Marketing-Logo, letterhead, cards, brochures</i>	Thumbnails developed for Council Review Develop Tags inventory of signage, wayfinding mission, vision, desired perception assess need for professional assistance	Staff Staff Council Council	<i>Consistent Clean Message</i> must provide continuity in all messages #, statements, contact information determine needs staff facilitation	6/1/2019 5/1/2019 5/15/2019 5/15/2019 4/25/2019
<i>Better Signage-City Facilities</i>	Inventory Facilities and Signage Design Signage based on Branding Identify placement, type and location	Staff Designer Staff/Council	Signs with consistent logo, color and type face Should be consistent with Brand implementation, procurement	6/1/2019 7/1/2019 10/1/2019
<i>Coordinated PR Efforts-Positive news/info/stories</i>	Identify person/staff for coordination Post positive stories/pics at every opportunity Consistent releases, highlight public interaction, promotions Develop Departmental Outreach Programs	Staff Staff Staff Staff	highlight staff going above and beyond	1/1/2019 1/1/2019 2/1/2019 6/1/2019
<i>Public Interest Stories</i>	Post monthly facts, social media, website, utility bill/brochure Press Release, PSA, brochures	Staff Staff	Public Safety, Public Works, Parks, Library <i>Regular and Evergreen</i> May expand, but don't want to overdue and lose effectiveness <i>Where does your water come from? What happens when the lights go out? Who comes when I need help?</i>	4/1/2019 4/1/2019

Item-Council	Community Engagement	Action Steps	Responsible Party	Comments
	<i>Engagement through Technology</i>	Assess technology capabilities Promote available technology Develop strategies to engage through Technology Consider engagement through social media		Old City Hall <i>Did you know you can...?</i> surveys etc.
	<i>Quarterly Town Hall/Open House</i>	Budget-Community Priorities Capital Improvements Streets Staff	Council Council Staff	Current and forecast projects Discussion regarding community needs Community input on road conditions, enforcement, etc.
	<i>City Manager needs to be more visible</i>	Increase attendance at community events	City Manager	Continue efforts on-going

5/1/2019  
5/1/2019  
6/1/2019  
6/1/2019

6/1/2019  
5/1/2019  
7/1/2019

on-going

Item-Council	Capacity Building	Action Steps	Responsible Party	Comments
<i>Internet</i>	Evaluate implementation models Interview potential partners, gather information Determine implementation schedule Evaluate and recruit ISP; finance; construct if feasible		LEDC/Council LEDC/Council LEDC/Council LEDC/Council	3/20/2019 4/1/2019 6/1/2019 10/1/2019
<i>Council/Community Meetings/Outreach</i>	Schedule quarterly Workshop meetings Schedule twice yearly Stakeholders' Meeting		Council Staff	4/1/2019 5/1/2019
<i>Strengthen Committees, Inclusion/Process</i>	Develop annual training goal/schedule for each Committee Formalize Meetings Recognition-Banquet Put member pictures on website Highlight Committee actions/agendas		Committee/Council Committee Staff/Council Staff Staff	5/1/2019 Governance and Meeting Management Food Continuation Reporting to Council
<i>Formalize Staff Recognition Program</i>	Picture, post on anniversary date Spotlight duties and tenure, website Frequent Council recognition		Staff Staff Council	6/1/2019 6/1/2019 1/1/2019 1/1/2019
<i>Develop Annual Calendar of Meetings</i>	City Manager recognition at worksite, card etc. Draft annual calendar Meeting dates Training dates Identify major tasks		City Manager Staff Staff Committee Committee	9/1/2019 9/1/2019 9/1/2019 9/1/2019

3/20/2019  
4/1/2019  
6/1/2019  
10/1/2019

4/1/2019  
5/1/2019

5/1/2019  
Governance and Meeting Management  
Food  
Continuation  
Reporting to Council

6/1/2019  
6/1/2019  
1/1/2019  
1/1/2019

9/1/2019  
9/1/2019  
9/1/2019  
9/1/2019

Item-Council	Capacity Building	Action Steps	Responsible Party	Comments
	<b>Capacity Building</b> <i>Conduct Regular Meeting with Chamber and EDC re Common Goals</i>	Identify participants-Board, Staff, LEDC Discuss/Decide Frequency/Topics Schedule meetings Report	Participants Council/LEDC Staff Staff	<i>Informal Discussion, Small Group</i> Ongoing, 1/month or 1/quarter
				4/1/2019 4/1/2019 4/1/2019 5/1/2019
	<b>Expanding Resources</b> <i>Review Funding Options-Lease/Purchase</i>	Director's evaluate all capital/fleet purchases Budget guidelines to include evaluation	Staff Staff	If purchase, plan and fund incrementally
				5/1/2019 5/1/2019
	<i>Staff/Council Meetings regarding Agenda Items</i>	Discuss/determine needs of Council Schedule individual meetings Friday/Monday	Council Council	<i>Council Preparation</i> Staff availability on Council Meeting days
				3/11/2019 3/11/2019
	<i>Develop Comprehensive Master Plan</i>	Evaluate Proposals Negotiate Scope and Price Award Contract	Committee Staff Council	
				3/25/2019 3/26/2019 4/8/2019 4/9/2019
	<i>Explore Opportunities to Create/Improve Sense of Place</i>	Assemble/Recruit Human Resources Review Food Truck Ordinance-Encourage Vendors Review Opportunities for outdoor Music venues	Council, Staff Council, Staff	Golf Course, Private Property, Parks Ruth Eiken, Campbell Park
				5/1/2019 5/1/2019



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City Manager

ITEM NO. Workshop 3

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

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**Subject:**

Discussion regarding amending the landscaping ordinance or creating a Tree Preservation Ordinance for the City of Lampasas

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 8, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

N/A

Attachments: Landscape Requirements

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**Summary Statement:**

This item is a follow-up to discussion at the November 25, 2019 meeting regarding development of policy related to preservation, and possible incentives, of selected tree species. Staff will review the current landscape ordinance and will also review included examples from other jurisdictions. Council will be asked to consider and provide input after discussion related to possible incentives, requirements for mitigation and the potential administrative burden.

**Recommendation:**

Discussion and direction only.

## **SECTION 37            LANDSCAPE REQUIREMENTS**

### **37.1    PURPOSE:**

Landscaping is accepted as adding value to property and is in the interest of the general welfare of the City. Therefore, landscaping is hereafter required of new development, except single-family and agricultural uses, adjacent to public streets. Single-family uses are generally not required to provide extensive landscaping at the time of development because they rarely fail to comply with the requirements set forth herein.

### **37.2    SCOPE AND ENFORCEMENT:**

The standards and criteria contained within this Section are deemed to be minimum standards and shall apply to all new, or altered (exceeding thirty percent (30%) of the original floor area), construction occurring within the City, except that single-family or duplex dwellings shall be exempt. Additionally, any use requiring a Specific Use Permit or a PD zoning designation must comply with these landscape standards. The provisions of this Section shall be administered by the Building Official or his designee. The landscape standards in this Section apply only to nonresidential and multi-family parcels.

If at any time after the issuance of a certificate of occupancy, the approved landscaping is found to be in nonconformance to the standards and criteria of this Section, the Building Official or his designee shall issue notice to the owner, citing the violation and describing what action is required to comply with this Section. The owner, tenant or agent shall have thirty (30) days from date of said notice to restore the landscaping as required. If the landscaping is not restored within the allotted time, such person shall be in violation of this Ordinance.

### **37.3    PERMITS:**

No permits shall be issued for building, paving, grading or construction until a detailed landscape plan is submitted and approved by the Building Official. A conceptual or generalized landscape plan shall be shown as part of the site plan as required in Section 40. Prior to the issuance of a certificate of occupancy for any building or structure, all screening and landscaping shall be in place in accordance with the landscape plan.

In any case in which a certificate of occupancy is sought at a season of the year in which the Building Official determines that it would be impractical to plant trees, shrubs or grass, or to lay turf, a temporary certificate of occupancy may be issued provided a letter of agreement from the property owner is provided stating when the installation shall occur. All landscaping required by the landscaping plan shall be installed within six (6) months of the date of the issuance of the certificate of occupancy.

### **37.4    LANDSCAPE PLAN:**

Prior to the issuance of a building, paving, grading or construction permit for any use other than single-family detached or duplex dwellings, a landscape plan shall be submitted to the department of Planning. The Building Official or his designee shall review such plans and shall approve same if the plans are in accordance with the criteria of these regulations. If the plans are not in accord, they shall be disapproved and shall be accompanied by a written statement setting forth the changes necessary for compliance.

Landscaping plans shall be prepared by a person knowledgeable in plant material usage and landscape design (e.g., landscape architect, landscape contractor, landscape designer, etc.) and shall contain the following minimum information:

- A. Minimum scale of one inch (1") equals fifty feet (50');

- B. Location, size and species of all trees to be preserved (do not use "tree stamps" unless they indicate true size and location of trees).
- C. Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), topography of site, or other landscape features
- D. Species of all plant material to be used
- E. Size of all plant material to be used
- F. Spacing of plant material where appropriate
- G. Layout and description of irrigation, sprinkler, or water systems including placement of water sources
- H. Description of maintenance provision
- I. Person(s) responsible for the preparation of the landscape plan
- J. Mark indicating North
- K. Date of the landscape plan

**37.5 GENERAL STANDARDS:**

The following criteria and standards shall apply to landscape materials and installation:

- A. All required landscaped open areas shall be completely covered with living plant material. Landscaping materials such as wood chips and gravel may be used under trees, shrubs and other plants.
- B. Plant materials shall conform to the standards of the approved plant list for the City of Lampasas (see Appendix A-4 for the approved plant list) and the American Standard for Nursery Stock. Grass seed, sod and other material shall be clean and reasonably free of weeds and noxious pests and insects.
- C. Trees shall have an average spread of crown of greater than fifteen feet (15') at maturity. Trees having a lesser average mature crown of fifteen feet (15') may be substituted by grouping the same so as to create the equivalent of fifteen feet (15') crown of spread. Large trees shall be a minimum of two inches (2") in caliper (measured six inches (6") above the ground) and seven feet (7') in height at time of planting. Small trees shall be a minimum of one inch (1") in caliper and five feet (5') in height.
- D. Shrubs not of the dwarf variety shall be a minimum of two feet (2') in height when measured immediately after planting. Hedges, where installed for screening purposes, shall be planted and maintained so as to form a continuous, unbroken, solid visual screen which will be three feet (3') high within two (2) years after time of planting.
- E. Vines not intended as ground cover shall be a minimum of two feet (2') in height immediately after planting and may be used in conjunction with fences, screens, or walls to meet landscape screening requirements as set forth.
- F. Grass areas shall be sodded, plugged, sprigged, hydro-mulched or seeded except that solid sod shall be used in swales, earthen berms or other areas subject to erosion.
- G. Ground covers used in lieu of grass in whole and in part shall be planted in such a manner as to present a finished appearance and reasonably completed coverage within one (1) year of planting.

- H. All required landscaped open space shall be provided with adequate and inconspicuous irrigation systems. Areas totaling less than ten (10) square feet may be irrigated by other methods.
- I. Any trees preserved on a site meeting the herein specifications may be credited toward meeting the tree requirement of any landscaping provision of this Section according to the following table:

<u>Circumference of Existing Tree</u>	<u>Credit Against Tree Requirement</u>
6" to 8"	1.0 tree
9" to 30"	1.5 trees
31" to 46"	2.0 trees
47" or more	3.0 trees

Due to their limited height and size, mesquite trees will receive only fifty percent (50%) of the above credit for tree preservation. All other existing trees may receive credit if they are not on the City's approved plant material list but approved by the Building Official or his designee. Should any required tree designated for preservation in the landscape plan die, the owner shall replace the tree with a two inch (2") minimum caliper tree in accordance with the credits listed above. Tree circumference shall be measured four and one-half feet (4½') above natural grade. No living trees greater than eight inches (8") in caliper may be cut, destroyed or damaged on the development site until approved as part of the site plan requirements in this Ordinance.

- J. Earthen berms shall have side slopes not to exceed 33.3 percent (three feet (3') of horizontal distance for each one foot (1') of height). All berms shall contain necessary drainage provisions as may be required by the City's engineer.

**37.6 MINIMUM LANDSCAPING REQUIREMENTS FOR NONRESIDENTIAL AND MULTI-FAMILY:**

- A. For all nonresidential and multi-family parcels with less than two hundred fifty feet (250') of frontage adjacent to a dedicated public right-of-way, at least fifteen percent (15%) of the street yard shall be permanent landscape area. Nonresidential and multi-family parcels having two hundred fifty feet (250') or more of frontage shall have at least twenty percent (20%) of the street yard in permanent landscape area (see Illustration 13 for example). The street yard shall be defined as the area between the building front and the front property line. For gasoline service stations, a requirement of a minimum fifteen percent (15%) landscape area for the entire site, including a six hundred (600) square foot landscape area at appropriate intersection corners, which can be counted toward the fifteen percent (15%) requirement.
- B. A minimum ten-foot (10') landscape buffer (interior parkway) adjacent to right-of-way of any major thoroughfare street is required. Corner lots fronting two (2) major thoroughfares shall be required to observe the ten-foot (10') buffer on both street frontages. All other street frontages shall observe a minimum five-foot (5') landscape buffer. Developers shall be required to plant one (1) large tree per forty (40) linear feet or portion thereof of street frontage. Trees may be grouped or clustered to facilitate site design. The landscaped portion of interior parkways may be included in the required landscape area percentage. The interior parkway is defined as that area on private property between the street right-of-way line and the curb of the parking area or building area.
- C. Landscape areas within parking lots should generally be at least one parking space in size, with no landscape area less than fifty (50) square feet in area. Landscape areas shall be no less than five feet (5') wide and shall equal a total of at least sixteen (16) square feet per parking space. There shall be a landscaped area with at least one (1) tree within sixty feet (60') of every parking space. There shall be a minimum of one (1) tree planted in the parking area for every ten (10) parking spaces within parking lots with more than twenty (20) spaces. Within parking lots, landscape areas should be located to de-

fine parking areas and assist in clarifying appropriate circulation patterns. A landscape island shall be located at the terminus of all parking rows, and should contain at least one tree. All landscape areas shall be protected by a monolithic curb or wheel stops and remain free of trash, litter, and car bumper overhangs.

- D. All existing trees which are to be preserved shall be provided with a permeable surface under the existing dripline of the tree. All new trees shall be provided with a permeable surface under the dripline a minimum of four feet (4') by four feet (4').
- E. A minimum of fifty percent (50%) of the total trees required for the property shall be large trees as specified on the approved plant list. Small trees shall be used under existing or proposed overhead utility lines.
- F. Necessary driveways from the public right-of-way shall be permitted through all required landscaping in accordance with City regulations.

**37.7 TREE PRESERVATION:**

During any construction or land development, the developer shall clearly mark all trees to be maintained and may be required to erect and maintain protective barriers around all such trees or groups of trees. The developer shall not allow the movement of equipment or the storage of equipment, materials, debris or fill to be placed within the drip line of any trees.

During the construction stage of development, the developer shall not allow cleaning of equipment or material under the canopy of any tree or group of trees to remain. Neither shall the developer allow the disposal of any waste material such as, but not limited to, paint, oil, solvents, asphalt, concrete, mortar, etc., under the canopy of any tree or groups of trees to remain.

No attachment or wires of any kind, other than those of a protective nature, shall be attached to any tree.

**37.8 SIGHT DISTANCE AND VISIBILITY:**

Rigid compliance with these landscaping requirements shall not be such as to cause visibility obstructions and/or blind corners at intersections. Whenever an intersection of two (2) or more public rights-of-way occurs, a triangular visibility area, as described below, shall be created. Landscaping within the triangular visibility area shall be designed to provide unobstructed cross-visibility at a level between three (3) and six (6) feet. Trees may be permitted in this area provided they are trimmed in such a manner that no limbs or foliage extend into the cross-visibility area. The triangular areas are:

- A. The areas of property on both sides of the intersection of an alley accessway and public right-of-way shall have a triangular visibility area with two (2) sides of each triangle being a minimum of ten feet (10') in length from the point of intersection and the third side being a line connecting the ends of the other two (2) sides.
- B. The areas of property located at a corner formed by the intersection of two (2) or more public rights-of-way shall have a triangular visibility area with two (2) sides of each triangle being a minimum of twenty-five feet (25') in length from the point of the intersection and the third side being a line connecting the ends of the other two (2) sides. (See Illustration 12 also)

Landscaping, except required grass and low ground cover, shall not be located closer than three feet (3') from the edge of any accessway pavement.

In the event other visibility obstructions are apparent in the proposed landscape plan, as determined by the Building Official, the requirements set forth herein may be reduced to the extent to remove the conflict.

37.9 **MAINTENANCE:**

The owner, tenant and/or their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping. All required landscaping shall be maintained in a neat and orderly manner at all times. This shall include, but not to be limited to, mowing (of grass of six inches (6") or higher), edging, pruning, fertilizing, watering, weeding, and other such activities common to the maintenance of landscaping. Landscaped areas shall be kept free of trash, litter, weeds, and other such material or plants not a part of the landscaping. All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year. Plant materials which die shall be replaced with plant material of similar variety and size, within ninety (90) days. Trees with a trunk diameter in excess of six inches (6") measured twenty-four inches (24") above the ground may be replaced with ones of similar variety having a trunk diameter of no less than three inches (3") measured twenty-four inches (24") above the ground. A time extension may be granted by the Building Official if substantial evidence is presented to indicate abnormal circumstances beyond the control of the owner or his agent.

Failure to maintain any landscape area in compliance with this Section is considered a violation of this Section and may be subject to penalties of Section 47.

## DIVISION 2. - LANDSCAPING AND TREE PRESERVATION

### Sec. 106.06.11 - Landscaping general administration.

- (a) *Purpose and intent.* It is the purpose of this section to establish certain regulations pertaining to landscaping within the **Town of Little Elm**. The town recognizes that landscaping can be a significant expense to businesses and residents. At the same time, landscaping improves the livability of residential neighborhoods, enhances the appearance and customer attraction of commercial areas, increases property values, improves the compatibility of adjacent uses, screens undesirable views, and can reduce air and noise pollution. Furthermore, these regulations provide standards and criteria for new landscaping which are intended to promote the value of property, enhance the welfare, and improve the physical appearance of the town.
- (b) *Scope.*
  - (1) The standards and criteria contained within this section are deemed to be minimum standards and shall apply to all new development and existing developments that are expanding or redeveloping 30 percent or more of that development. In addition, any project authorized as a planned development (PD) must comply with the standards set forth in the PD. In unique situations, the director shall have the ability to review and modify the applicability of these standards to proposed development.
  - (2) The official tree board for the Town of Little Elm shall be the planning and zoning commission.
- (c) *Enforcement.* The provision of this section shall be administered and enforced by the director. If, at any time after the issuance of a certificate of occupancy (CO), the approved landscaping is found to be in nonconformance to the standards and criteria of this section or to the approved landscape plan, the director shall issue notice to the owner, citing the violation and describing what action is required to comply with this section. The owner, tenant or agent shall have 30 days from the date of said notice to restore the landscaping as required. If the landscaping is not restored within the allotted time, such person shall be in violation of the ordinance from which this article derives and is subject to fines and the loss of the CO.
- (d) *Permits.*
  - (1) Prior to the issuance of a building, paving or construction permit for any use other than single-family dwellings, a landscape plan shall be submitted to and approved by the community development department. In the event that the proposed development requires an approved site plan or master development plan, final approval shall not be granted until a landscape plan is submitted and approved.
  - (2) Prior to the issuance of a certificate of occupancy (CO) for any building or structure, all screening and landscaping shall be in place in accordance with the landscape plan required this section.
  - (3) In any case in which a CO is sought at a time in which the director determines that it would be impractical to plant trees, shrubs or grass, or to lay turf, a CO may be issued notwithstanding the fact that the landscaping required by the landscape plan has not been completed provided the applicant deposits cash in an escrow account in the amount of the estimated cost of landscaping that complies with this article. Such escrow deposit shall be conditioned upon the installation of all required landscaping within six months of the date of the application and shall give the town the right to draw upon the escrow deposit to complete the said landscaping if the applicant fails to do so.
- (e) *Tree removal/alteration.* Prior to the removal or the critical alteration of any protected tree in the town, an application for tree removal permit must be submitted and approved, unless otherwise exempt under a provision of the ordinance from which this section derives.
  - (1) *Tree removal permit.* Any tree survey proposing the removal of a protected tree or trees shall be accompanied by a tree removal application. The burden shall be upon the applicant to show the necessity for any and all trees proposed for removal.

- (2) *Fees.* All tree removal applications shall be accompanied by a check made payable to the Town of Little Elm in the amount specified by town council.
  - (3) *Authority for review.* The director shall be responsible for the review and approval of all permit applications for tree removal submitted in accordance with the requirements specified herein.
  - (4) *Denial.* The director shall deny a tree removal application if it is determined that any of the following conditions exist:
    - a. Removal of the tree is not reasonably required in order to conduct anticipated activities or to develop the property; or
    - b. A reasonable accommodation can be made to preserve the tree; or
    - c. The purpose and intent of this chapter is not being met by the applicant.
  - (5) *Appeals.* Any decision made may be appealed to the planning and zoning commission acting as the tree board. All decisions made by the commission shall be final and binding.
  - (6) *Permit expiration.* Permits for tree removal issued in connection with a building permit shall be valid for the period of that building permit's term. Permit(s) for tree removal not issued in connection with a building permit shall become void 180 days after the issue date on the permit.
- (f) *Tree survey required.* All grading permits, building permits, tree removal permits, and any other development and construction permits shall contain a tree survey of the subject property, or a note on the landscape plan stating that no protected trees are located on-site.
- (1) *Tree survey requirements.* Tree surveys shall:
    - a. Include all individual trees which have a DBH of six inches or greater or which are otherwise noteworthy because of species, age, size or rarity.
    - b. Contain a tree location map identifying each tree by its caliper size (at DBH), common name, scientific species categorization, whether the tree is located in a floodplain or not, and whether the tree is proposed to be removed, transplanted/relocated, or preserved.
    - c. Illustrate the location of all existing and proposed buildings, structures, floodplains, pools, and other existing or proposed improvements for the site, including the limits of construction line, if applicable.
    - d. The name and phone number of arborist, licensed surveyor, or landscape architect who prepared the survey.
    - e. These requirements may be modified by the director as needed to administer the ordinance from which this division derives. Upon prior approval by the director, the map exhibit may be limited only to the applicable portion of the site. An aerial photograph may be allowed if it clearly meets these requirements and the intent of the ordinance.
- (g) *Exceptions.*
- (1) No person, directly or indirectly, shall cut down, destroy, remove or move, or effectively destroy through damaging or other means, any protected tree situated on property regulated by this division without first obtaining a tree removal permit unless otherwise specified in this division.
  - (2) A tree removal permit and tree mitigation requirements shall not be required under any of the following circumstances:
    - a. *Private property.* An individually platted parcel zoned for residential uses and used as a homestead shall be exempt from the tree protection and replacement requirements of this division as it pertains to that residential property, until such time as the property is no longer used as a single-family residence.
    - b. *Damaged/diseased trees.* The tree is dead, diseased, damaged beyond the point of recovery, in danger of falling, or endangers the public health, welfare or safety, as determined by the director. This would include removal of a diseased tree by the town to

reduce the chance of spreading the disease to adjacent healthy trees. This exception does not apply to newly planted trees that have died that are part of landscape plan, nor native trees that have short shelf lives.

- c. *Public infrastructure.* Rights-of-way, capital improvement projects, bridges, and other activity conducted by a municipal entity, whether leased or owned, excluding property used for administration offices or functions.
- d. *Utility service interruption.* The tree has disrupted a public utility service due to a tornado, storm, flood, or other act of God. Removal shall be limited to the portion of the tree reasonably necessary to reestablish and maintain reliable utility service.
- e. *Business interests.* The following business ventures shall be exempt from the requirements specified herein as follows:
  - 1. *Landscape nursery.* All licensed plant or tree nurseries shall be exempt from the tree protection and replacement requirements and from the tree removal permit requirements only in relation to those trees planted and growing on the premises which are so planted and growing for the sale to the general public.
  - 2. *Golf course .* Golf courses shall be exempt from the tree protection and replacement requirements and from the tree removal permit requirements for removal of protected trees within areas designated as tee boxes, fairways or greens. All other areas shall be subject to these requirements.

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City ManagerITEM NO. Workshop 4

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

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**Subject:**

Discussion regarding amending fee schedule pertaining to building permit fees, curb cut fees and tap fees.

Requested By: Becky Sims, Assistant City Secretary/ Zoning Administrator

Submitted By: Becky Sims, Assistant City Secretary/ Zoning Administrator

Date Submitted: January 8, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

Attachments: Fee Schedule, Ordinance, Sample of Fee Comparison

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**Summary Statement:**

This item was brought before Council at the December 9, 2019 meeting. Due to HB 852 Residential building permit fees can no longer be based on the value of the dwelling, or cost to improve the dwelling. As a result the fee structure pertaining to those items affected were evaluated and brought before Council with recommended fees for those items. At the request of Council this item has been placed on the Workshop Agenda to discuss how staff researches and evaluates fees. During this time Staff also took the opportunity to review the fee schedule in its entirety. Staff is requesting to update the tap fees and would like to add back in the curb cut fee that was omitted in error when the fee schedule was updated in July 2018.

**Recommendation:**

Discussion only.

Building Permit Fees 2014	Lampasas	Burnet	Killeen	Copperas Cove	Marble Falls	Belton	Evant	Cedar Park
Per Square Foot (all)	\$ 0.08	\$ 0.08	new residential .115 per sq ft- multifamily/commercial set fees based on sq ft	single family- 30.00 +3.00 /100 sq ft duplex/multi family (per unit) \$30.00+ \$5.00/100 sq ft. commercial \$ 100 + \$5.00/100 sq ft	5.75 per 100 sq ft	single family .10 per sq ft- multi family .10 per sq ft + \$10.00 per unit	\$ 30.00	.10 per sq ft for total foundation/floor area including porches, patios - minimum \$25 for residential \$35 for commercial
Additions and Remodel minimum per permit per \$1,000 of construction cost	\$ 25.00	\$ 25.00	Set fees based on valuation of project		3.75 per 100 sq ft	\$75.00 up to 1,000 sq ft- \$25.00 each additional 1,000	\$ 50.00	\$ 50.00
Storage Shed/Accessory Bldg less than 500 sq ft	\$ 15.00	\$ 15.00	Set fees based on sq ft	set fees structure based on project cost				
greater than 500 sq ft	\$ 25.00	\$ 15.00						
Demolition	\$ 50.00	\$ 50.00	\$ 25.00	\$ 50.00		\$ 50.00	\$ 30.00	\$ 50.00
Mechanical								
new single family residential	\$ 55.00	\$ 40.00	\$ 0.115	50.00 base- \$5.00 each heating, ventilating, duct work, AC or refrigeration system			\$ 30.00	\$100 per living unit plus \$25 per above 1st floor
new duplex, apts- base fee plus additional unit	\$ 50.00	\$ 40.00	Set fee based on sq ft					
	\$ 5.00							
new commercial	\$ 100.00	\$ 40.00	Set fee based on sq ft		100.00 + 10.00 per ton	.15 per sq ft		\$100 for 1st 2500 sq ft, \$75/ea add'l sq ft
Additions and Remodel minimum per permit per \$1,000 of construction cost	\$ 25.00		Set fees based on valuation of project		50.00 + 10.00 per ton	\$75.00 up to 1,000 sq ft- \$25.00 each additional 1,000		\$ 50.00
gas	\$ 15.00							
Curb and Gutter	\$ 25.00		\$ 23.00		150.00-450.00 depending on sq ft			
Plan Review Fees								
Residential	\$ 25.00	\$ 100.00						\$25 w/master \$35 w/o master
Commercial	\$ 150.00	\$ 400.00						\$100 for up to 20,000 sq ft, \$25/each addtl 10,000 sq ft
Electrical								
new single family residential	\$ 55.00	0.08 per sq foot	\$ 0.115	less than 2,000 sq ft \$ 40.00- over 2,000 \$50.00			\$ 30.00	.10 per sq ft for total foundation/floor area including porches, patios - minimum \$25
new duplex, apts- base fee plus additional unit	\$ 50.00	0.08 per sq foot	Set fee based on sq ft	duplex \$60 per structure/ multi family first unit \$40 each additional \$20.00				
	\$ 5.00							

	Lampasas	Burnet	Killeen	Copperas Cove	Marble Falls	Belton	Evant	Cedar Park
new commercial	\$ 100.00	.08 per sq ft plus \$50 for service over 200 amp, plus \$20 per feeder panel	Set fee based on sq ft	200 amp-\$50 400 amp-\$100 600 amp-\$150 800 amp \$200	\$ 150.00			.15 per sq ft
additional fee in excess of 200 amp								
\$50.00 plus cost of meter equipment								
<b>Additions and Remodel</b>								
minimum for feeder panel	\$ 25.00	25.00 + 20.00 feeder panel	Set fees based on valuation of project	\$ 50.00	\$100.00 per 10,000 sq ft	\$75.00 up to 1,000 sq ft-\$25.00 each additional 1,000		\$ 50.00
additional fee for each outlet/fixture	\$ 0.20	0.20						
construction meter	\$ 15.00	\$ 15.00						
swimming pool	\$ 25.00	\$ 10.00		\$ 50.00		above ground \$25.00 in ground \$75.00 commercial \$100.00		
reinspection	\$ 20.00	\$ 35.00	\$ 30.00	\$ 50.00	\$ 100.00			
signs (wiring)	\$ 25.00	50.00- standard application/ 250.00 nationally branded sign exception application		\$25 up to 192 sq ft of face area-\$30 192.1 sq ft & larger		on-premise \$50.00 off-premise \$1,000-portable/temporary sign \$50.00		\$2.00 per sq ft, \$50 min
<b>Plumbing</b>								
new single family residential	\$ 55.00	0.08 per sq foot	\$ 0.115				\$ 30.00	.10 per sq ft for total foundation/floor are- min \$25
new duplex, apts- base fee	\$ 50.00	0.08 per sq foot	Set fee based on sq ft					
plus additional unit	\$ 5.00							
new commercial	\$ 100.00	0.08 per sq foot	Set fee based on sq ft		\$100.00 + \$5.00 per fixture			.10 per sq ft for total foundation/floor are- min \$35
<b>Additions and Remodel</b>								
minimum	\$ 25.00	\$ 25.00	Set fees based on valuation of project		\$100.00 + \$5.00 per fixture	\$75.00 up to 1,000 sq ft-\$25.00 each additional 1,000		\$ 50.00
fixtures	\$ 2.50	\$ 2.50						
water/sewer yard line	\$ 2.50	\$ 2.50						
gas yard line	\$ 2.50	\$ 2.50						
water heater	\$ 2.50	\$ 2.50						\$ 25.00
gas system	\$ 5.00	\$ 5.50						
over five outlets	\$ 0.50	\$ 0.50						
lawn sprinkler	\$ 5.00	\$ 5.00						
plus over five outlets	\$ 0.50	\$ 0.50						
swimming pool	\$ 10.00	\$ 10.00						
reinspection	\$ 20.00	\$ 35.00	\$ 30.00		\$ 100.00			





(e)	Electric bi-fold door hangar monthly rental fee (44ft)		\$ 200.00	
(f)	Surface/open tie down facilities daily fee		Up to 48 hours free with fuel purchase. After 48 hours \$5.00 per day	
(g)	Storage units monthly rental fee		\$ 50.00	
<b>Chapter 18. Buildings and Building Regulations</b>				
<i>Article I. In General</i>				18-2
Fees for permits, inspections and licenses for chapter 18:				
(a)	Building permit fees:			18-2
(1)	Single-family residence, duplex, apartments, and commercial/institution, and industrial, per square foot of foundation excluding porches.		0.10	
(2)	<b>Additions and remodel Fences, Roofs, Accessory Structures, Flatwork, Carports and similar structures.</b>			
	a.	<del>Minimum per permit</del>	<del>\$ 25.00</del>	
	b.	<del>Per \$1,000.00 of construction cost</del>	<del>\$ 5.00</del>	
	a.	Residential remodel	\$100.00 flat fee	
	b.	Roof	\$65.00 flat fee	
	c.	Storage Shed/Building/Accessory Structure	\$35.00 flat fee	
	d.	Carport	\$45.00 flat fee	
	e.	Fence	\$35.00 flat fee	

	f.	Driveway/Slab/Flatwork	\$40.00 flat fee
	g.	<b>Commercial Projects - \$5.00 per \$1,000.00 of construction cost (material &amp; labor) \$25.00 minimum permit fee</b>	
	<del>(3)</del>	<del>Storage sheds (Pre-built regardless of size)</del>	<del>\$25.00</del>
	(4)	Relocation of a building or structure plus cost incurred by any city departments during the move.(i.e. utilities, traffic control, etc.)	\$50.00
	(5)	Mobile Home Installation Permit	\$100.00
	(6)	Swimming pool (above and below ground)	
	a.	Minimum per permit	\$25.00
	b.	Per \$1,000.00 of construction cost	\$5.00
	a.	Swimming Pool	\$200.00 flat fee
	c.	Re-Inspection Fee	\$50.00
	(b)	Demolition permit fee for demolition of a building or a structure within the city. Plus any costs incurred to relocate/remove utilities.	\$50.00
Note: Compliance for code enforcement fee may be waived. Must have approval of city manager. (demolition permit fee)			
(c)		Mechanical permit fees:	
	(1)	New single-family residence	\$55.00
	(2)	New duplex, apartments	
		Base fee	\$55.00
		Plus additional unit	\$15.00

		per copy		
		<i>Article II. Street Construction</i>		
(a)	Monthly service fees for street maintenance:			66-38
	(1)	Residential account	\$7.00	
	(2)	Commercial account	\$7.00	
	(3)	Industrial account	\$7.00	
(b)	Rates and fees for street and curb and gutter cuts:			66-39
	(1)	Street cut	Actual cost plus 10%	
	(2)	Curb and gutter cut (see Ch. 18, Art. 1, (e))	Actual cost plus 10%	
	(3)	Grade verification fee	If required Actual costs plus 10%	
	(4)	<i>Curb Cut Permit Fee by Resident (prior approval by Street Dept. required)</i>	<i>\$25.00</i>	
<b>Chapter 70. Subdivisions</b>				
		<i>Article II. Administration</i>		
(a)	Concept or master plan—A fee in the amount of \$200.00 shall be charged for the filing and review of any concept or master plan.		\$200.00	
(b)	Short form subdivision plat—A fee in the amount of \$200.00 plus \$15.00 per lot shall be paid for each short form subdivision plat for review by the city.		\$200.00 plus \$15 per lot	

	d.	2-inch \$2400.00 includes meter cost	\$2400.00	
	e.	All other meter sizes shall be provided at cost plus 15 percent with minimum of \$2400.00		
(2)	Water tap fees (installed by city)			
	a.	1 inch water tap	\$950.00	
	b.	<del>1-inch outside-paved surfaces.</del>	<del>Actual Cost plus 10%</del>	
	c.	<del>1-inch under-paved surfaces.</del>	<del>Actual Cost plus 10%</del>	
	d.	2 inch water tap	\$1200.00	
	e.	<del>2-inch outside-paved surfaces.</del>	<del>Actual Cost plus 10%</del>	
	f.	<del>2-inch under-paved surfaces.</del>	<del>Actual Cost plus 10%</del>	
	g.	Larger than 2 inches — provided at cost plus 15 percent with minimum of \$1,500.00		
	h.	Taps that exceed five feet in depth — provided at cost plus 15 percent with minimum of \$1,500.00		
(3)	Water meter and tap fees (installed by owner/developer in conjunction with the installation of a new water line)			
	Inspection fee only - \$50.00 per tap (due prior to city acceptance of the improvements)			
	Residential 5/8 Meter Fee \$250.00 (Plus any materials cost if necessary) *Taps provided by contractor, otherwise fees are listed above			
	Commercial Meter Fee (Actual Cost of meter and installation materials)			
(h)	Water rates:			

	fees:		
(1)	Wastewater connection/ <del>installation</del> fees — wastewater service connections shall be completed by city personnel or city authorized contractors only.		
	(a)	4-inch	\$850.00
	(b)	6-inch	\$1100.00
	(c)	Larger than 6 inches — provided at cost plus 15 percent.	
(2)	<del>Wastewater tap fees (installed by city)</del>		
	(a)	<del>4-inch (outside paved surface)</del>	<del>Actual Costs plus 10%</del>
	(b)	<del>4-inch (under paved surface)</del>	<del>Actual Costs plus 10%</del>
	(c)	<del>6-inch (outside paved surface)</del>	<del>Actual Costs plus 10%</del>
	(d)	<del>6-inch (under paved surface)</del>	<del>Actual Costs plus 10%</del>
(3)	Wastewater tap fees (installed by owner/developer in conjunction with the installation of a new wastewater line)		
	Inspection fee only - \$50.00 per tap (due prior to city acceptance of the improvements)		
(j)	Residential septic waste disposal fees:		82-413
	1) Charge .075 per gallon of septic waste in tank		.075 per gallon
	2) Annual \$25.00 permit for septic tank hauler		\$25.00
	3) After hour and emergency disposal is \$100.00		\$100.00

  
**City Manager**ITEM NO. Workshop 5

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

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**Subject:**

Discussion regarding amending the start time of the regular session of the City Council meeting.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 8, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item is placed on the workshop agenda as follow up to the December 9, 2019 meeting to discuss and consider approval of a Resolution to start the regular session at 6:00 p.m.

Currently regular meetings consist of workshop beginning at 5:30 p.m. and regular session beginning at 7:00 p.m. Council determines the time and location of meetings; generally by Resolution or Ordinance, however; Council may consider a change in format by motion. Council may continue to manage meetings-allowing breaks, modifying the order of business, and conducting closed session- in the best interest of time and efficiency. There is a corresponding action item on the regular agenda for Council consideration.

**Recommendation:**

Discussion only

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City Manager

ITEM NO. Workshop 6

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

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**Subject:**

Discussion regarding 2016 CO Update

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 8, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

Attachments: Capital Project Funds Worksheet

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**Summary Statement:**

Staff takes the opportunity to review the status of the 2016 CO Capital Projects. Currently all identified projects are complete or nearing completion with an estimated balance of approximately \$654,000.00. Staff will review projects and related expenditures with Council, and will provide a similar update to the CIP Committee on February 6, 2020.

**Recommendation:**

Discussion only

**CAPITAL PROJECTS FUNDS**  
**ANNUAL BUDGET - Through December 31, 2019**  
**Fund 68 from 2016 CO Debt Issue**

Revenues by Line Item										
Account Number	Revenue Description	CO Issue								Total
400-4600	2016 CO Revenue	\$6,001,715								\$0
400-4820	Interest Earnings	\$189,422 (through December 31, 2019)								\$0
<b>Total Revenues</b>		<b>\$6,191,137</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
FUND 68: Expenses by Line Item										
Account Number	Account Description	Estimated Cost/Actual Cost	Expenses through December 2019	Encumbered						Total
501-5505	Old City Hall Rehab	\$1,463,577	\$ 1,463,577.39	\$0						\$1,463,577
Total	GF Legislative	\$1,463,577	\$1,463,577	\$0	\$0	\$0	\$0	\$0	\$0	\$1,463,577
510-5395	Professional services	\$ 479.92	\$ 479.82							\$ 479.82
Total	GF Services	\$ 479.92	\$ 479.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 479.82
<b>TOTAL LEGISLATIVE/PROF SERVICES</b>		<b>\$ 1,464,057.31</b>	<b>\$ 1,464,057.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#####</b>
514-5505.01	Turner Field Restrooms <b>COMPLETED</b>	\$146,674	\$ 146,674.00	\$0						\$146,674
514-5505.02	Campbell Park Restrooms	\$166,316	\$ 158,000.00	\$8,316						\$166,316
514-5505.06	WM Brook Park Restrooms <b>COMPLETED</b>	\$177,435	\$ 177,435.00	\$0						\$177,435
514-5505.05	Campbell Park Trails <b>COMPLETED</b>	\$60,620	\$ 60,620.00	\$0						\$60,620
514-5405	Pedestrian Bridge Rehab <b>COMPLETED</b>	\$59,513	\$ 59,513.00	\$0						\$59,513
	GF Parks Department	\$610,558	\$602,242	\$8,316	\$0	\$0	\$0	\$0	\$0	\$610,558
515-5505	Hanna Springs Pool (Filter Room) <b>COMPLETED</b>	\$49,587	\$ 49,586.57	\$0						\$49,587
	Hanna Springs Pool -Deck Shade									
	GF Hanna Springs Pool	\$49,587	\$49,587	\$0	\$0	\$0	\$0	\$0	\$0	\$49,587
518-5405	580 Concessions/Restroom <b>COMPLETED</b>	\$4,287	\$ 4,287.00	\$0						\$4,287
518-5405.01	580 Cabin removal/roll off/fence <b>COMPLETED</b>	\$9,961	\$ 9,961.05	\$0						\$9,961
518-5505.02	Riding Arena <b>COMPLETED</b>	\$234,629	\$ 234,629.00	\$0						\$234,629
518-5505.03	580 Maintenance Shop/Septic System <b>COMPLETED</b>	\$93,499	\$ 93,499.00	\$0						\$93,499
518-5505.04	Turner Field T-Ball Improvements <b>COMPLETED</b>	\$53,509	\$ 53,509.00	\$0						\$53,509
	Fencing - \$9,055.66									
	Sidewalks - \$17,200									
	Prof. Services - \$335.00									
	Infield Material - \$1050									
	Tree Removal \$1,500									
	Handrail \$900									
	Topsoil \$231.57									
	Playground - \$18,130									
	Scoreboards \$3,886.00									
	Granite for Sidewalk \$1,220.08									
	GF Parks Facilities Subtotal	\$395,885	\$395,885	\$0	\$0	\$0	\$0	\$0	\$0	\$395,885
<b>TOTAL PARKS PROJECTS</b>		<b>\$1,056,029.61</b>	<b>\$1,047,713.62</b>	<b>\$8,316.00</b>						<b>\$1,056,030</b>
551-5545	Brook Park Traffic Bridge <b>COMPLETED</b>	\$10,250	\$ 10,250.00	\$0						\$10,250
551-5545.01	W Ave E - (Dirt work, curb/gutter) **	\$0	\$0	\$0						\$0
551-5545.02	Drainage Assessment Brown/HW <b>COMPLETED</b>	\$40,342	\$ 40,342.00	\$0						\$40,342
551-5405.01	Drainage Assessment E Ave H <b>COMPLETED</b>	\$3,800	\$ 3,800.00	\$0						\$3,800
	GF Streets Subtotal	\$54,392	\$ 54,392.00	\$0						\$54,392
582-5530	580 Water Extension <b>COMPLETED</b>	\$57,358	\$ 57,358.00	\$0						\$57,358
582-5530.01	Deer Trail Water Extension	\$33,610	\$ 27,359.98	\$6,250						\$33,610
582-5505	W/WW Office/Lab/Shop	\$1,023,790	\$ 669,275.00	\$354,515						\$1,023,790
582-5530.02	W Ave E - Utilities (+ engineering) <b>COMPLETED</b>	\$509,975	\$ 509,975.00	\$0						\$509,975
	Construction \$425,690.50									
	Engineering \$45,500									
582-5530.03	Nix Tank Pump Station <b>COMPLETED</b>	\$434,455	\$ 434,455.10	\$0						\$434,455
582-5530.04	Coleman Water Line <b>COMPLETED</b>	\$1,189,204	\$ 1,189,203.71	\$0						\$1,189,204
	Construction \$1,047,954.27									
	Engineering \$137,000									
	Right of Way Appraisal \$1,750									
	Easements \$1,250									
582-5540	Lift Station Upgrades <b>COMPLETED</b>	\$65,975	\$ 65,975.00	\$0						\$65,975
582-5530.05	Transmission Valving <b>COMPLETED</b>	\$11,900	\$ 11,900.00	\$0						\$11,900
582-5530.06	CDBG (Alternate 2 and Alternate 3)	\$102,693		\$102,693						\$102,693
<b>W/WW Fund Subtotal</b>		<b>\$3,428,960</b>	<b>\$ 2,965,501.79</b>	<b>\$463,458</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,428,960</b>
<b>TOTAL PUBLIC WORKS PROJECTS</b>		<b>\$3,483,352</b>	<b>\$3,019,894</b>	<b>\$463,458</b>						<b>\$3,483,352</b>
<b>Total 2016 CO Expenses</b>		<b>\$6,003,439</b>	<b>\$5,531,665</b>	<b>\$471,774</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,003,439</b>
<b>Excess/(Shortage)</b>		<b>\$187,698</b>	<b>\$ (5,531,664.62)</b>	<b>(\$471,774)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$6,003,439)</b>

\*\* Will be paid from Street Department operating budget.

68-582-5505 W/WW Lab partially paid by transfer from Fund 62 & 63	\$467,112	\$6,191,136.68	\$5,531,665	Spent
			\$471,774	Encumbered
			(\$467,112)	Transferred
			\$5,536,327	

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, December 9, 2019**

The City Council of the City of Lampasas met in regular session on the above date with Mayor Talbert presiding.

Council Members present:

T.J. Monroe, Mayor Pro Tem  
Chuck Williamson  
Randy Clark  
Cathy Kuehne  
Delana Toups (present for regular session only)  
Michael White

Council Members absent:

Delana Toups (absent for workshop session only)

City Staff Present:

Finley deGraffenried, City Manager  
Christina Marez, City Secretary  
Becky Sims, Zoning Administrator/Asst. City Secretary  
Yvonne Moreno, Finance Director  
Monica Wright, Information Systems Director  
Sammy Bailey, Police Chief  
Rickie Roy, Public Works Director

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

1. Call to order Workshop Session

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

2. Discussion regarding amending the adopted budget for the Municipal Government of the City of Lampasas for the Fiscal year of October 1, 2018 to September 30, 2019.

Yvonne Moreno, Finance Director, reviewed the Fiscal Year 2018-2019 budget amendments:

- General Fund – Increase to General Fund Balance for year end. Monies from excess in Electric Fund Operating Budget, will transfer from Electric Fund – Total amendments for General Fund: \$100,000.00
- Golf Course Fund – Transfer to Golf Course Fund to cover shortfall in revenues. Monies from excess in Electric Fund Operating Budget, will transfer from Electric Fund – Total amendments for Golf Course Fund: \$56,653.02

- Animal Shelter Fund – Transfer to Animal Shelter to cover accelerated purchase of vehicle (Note: County was not billed for one-half the cost of this vehicle. Full burden of the cost of the vehicle to the City. No monies contributed by the County. The vehicle will be used in the City only.) Monies from excess in Electric Fund Operating Budget will transfer from Electric Fund (Balance left in Electric Fund will be \$105,353.99) – Total amendments for Animal Shelter Fund: \$10,548.99
- Total Amendments from Electric Fund: \$167,202.01

City Manager deGraffenried reviewed with Council the City’s Initial Year-End Performance:

3. Discussion regarding format of workshop and regular session.

City Manager deGraffenried explained that this item was placed on the agenda to allow Council discussion and direction on possible modifications to the regular meetings. Currently, regular meetings consist of a workshop beginning at 5:30 p.m. and regular session beginning at 7:00 p.m. Council may opt to change the meeting times to allow regular session to begin immediately following workshop, in the event business in workshop concludes before 7:00 p.m. Council determines the time and location of meetings; generally, by Resolution or Ordinance, however; Council may consider a change in format by motion. Council may continue to manage meetings, allowing breaks, modifying the order of business, and conducting closed session in the best interest of time and efficiency.

Most Council members expressed that there have been meetings when the workshop started at 5:30 p.m. and ended fairly early and they had to just sit and wait until regular session started at 7:00 p.m. Rather than considering to start the regular session immediately after the workshop session, they expressed the time of starting the regular session at 6:30 p.m. They felt that setting a time would allow those citizens or anyone that needed to be present for an agenda item to know when to be there rather than sit through workshop.

Council member Clark said that the regular session has been at 7:00 p.m. for many years and should remain at 7:00 p.m. for consideration of those individuals that work, especially if they work out of town. If the time is changed, then the City will need to a lot of notification and advertisement to make the citizens aware.

Council members will take into consideration before making a final decision.

4. Discussion regarding building permit fee schedule, due to passage of House Bill 852.

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that HB 852 specifically states that determining the amount of a building permit or inspection fee in connection with the construction or improvement of a residential dwelling cannot be based on the value of the dwelling or cost of constructing or improving the dwelling. Currently the fee is based on the material/labor of the job; with a base fee of \$25 with an additional \$5.00 per \$1,000.00 of valuation. In researching how other cities are charging for these improvements; it is the desire of the Building Department to use a flat rate as follows:

- Carports- \$35.00
- Residential Remodel- \$100.00
- Roof- \$65.00
- Storage Building- \$35.00
- Swimming Pool- \$200.00
- Fences- \$35.00

The above flat rates are based on the average of permit fees for 2018 for each specific job type.

Council members asked that City Staff provide comparable data with other cities.

Council member Clark asked about the cost of a building permit was justifiable for new construction at \$0.10 per square foot of foundation?

City Manager deGraffenried explained that the cost of permits does not always cover the overhead costs of City labor.

Mrs. Sims said that she would be providing Council an Ordinance and fee schedule in January for their review and consideration and will also provide comparable data with other cities.

5. Discussion regarding any item on the regular agenda

There was no discussion.

6. Adjourn Workshop Session

Mayor Pro Tem Monroe moved to adjourn the workshop session at 5:47 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Toups absent)

A break was taken before going into regular session.

<b>REGULAR SESSION</b> <b>7:00 P.M.</b>
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**ANNOUNCEMENTS**

A. Call to Order

Mayor Talbert called the regular session to order at 7:00 p.m.

B. Invocation and Pledge of Allegiance

Sammy Bailey, Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

C. Presentations and Proclamations

There were no presentations or proclamations.

D. Community Champion

Mayor Talbert recognized 'Vision Lampasas' for being "Community Champions." She said that Vision Lampasas is comprised of visionaries motivated to enhance the aesthetic, social, cultural and economic welfare of Lampasas. She went on to say that she believed that enhancing is an understatement. She believes Vision Lampasas is responsible for a lot of the charm Lampasas is so well-known for. They co-host many successful events annually including the Texas 4000 Atlas Ride, Wild West Casino Night, Indian Artifact, Mineral & Gem Show, Squared Silly, Carol of Lights and Christmas on the Creek. They are also the group behind the 13 amazing famous murals around town. The City of Lampasas is very fortunate to have this

hardworking group of volunteers in Lampasas. If ever a group was deserving of the honor of being awarded Community Champion, it is Vision Lampasas.

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.

Council member Kuehne, and also a member of LAFTA, explained that she was excited to announce that LAFTA has purchased the art piece “Spirit Horse”. It’s a beautiful art piece that is at Campbell Park and so happy that it will remain as a permanent piece at this park.

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the Agenda may do so at this time.
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There were no citizen comments.

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on November 25, 2019

Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

3.0	<b>CONSENT AGENDA</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from November 1, 2019- November 30, 2019

Mayor Pro Tem Monroe moved to approve the consent agenda as presented. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>
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There were no board or department reports.

5.0	<b>ROUTINE MATTERS</b>
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- City Hall – City Staff is pleased to note that Old City Hall will be hosting a TML Risk Pool regional training in January. The Public Works training, focusing on safety, was previously scheduled at the Fire Station, but was relocated to the new available space. The vision for the use of the building included utilization as a community, staff and organizational resource. The training represents the first of many trainings and seminars the City will host at this location.
- Demographics - As previously reported, the State Demographer has released 2018 population estimates, and has now announced publication of a summary of major findings to accompany the

estimates. Some of the findings are not surprising; Texas is growing and becoming older and more diverse; growth in metropolitan areas is driven largely by net in-migration; and the magnitude of aging is greatest in rural counties. Lampasas is one of 86 counties trending as old, and getting older. The full summary is available at: [https://demographics.texas.gov/Resources/publications/2019/20191205\\_PopEstimatesBrief.pdf](https://demographics.texas.gov/Resources/publications/2019/20191205_PopEstimatesBrief.pdf) Staff can also provide copies on request.

- Open Positions - To date, the City has received five applications for the position of Director of Development Services. Although a relatively small pool, City Staff will investigate the background of qualified applicants and possibly coordinate interview schedules with staff and elected officials. Other central Texas communities have seen similar responses to open development positions. The City has received eight applications for the Building/Maintenance position, and will begin the review and interview process prior to the end of the year.
- Shop and Lab - Public Works Director, Rickie Roy, reports the Water/Wastewater Shop and Lab will be complete by the end of next week. Redundant electric feeds have been tested and fiber will be installed as the City moves into the facility. Mr. Roy indicates staff will relocate over a period as finishing touches are made.
- Best of the Best - Van Berry, Golf Course Manager, reported last week that the Hancock Park Golf Course had been voted Best of the Best Central Texas Golf Courses by readers of the Killeen Daily Herald. The paper received over 90,000 votes for a variety of services, businesses and organizations. We've always known what a great course we have, and now the rest of Central Texas knows as well. Congratulations to Van and his team.
- He reminded Council of the Old City Hall Dedication scheduled for December 16, 2019.

5.2	MAYOR'S COMMENTS
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The only comments the Mayor had was "Go Badgers!"

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding the selection of the website photo contest

Monica Wright, Information Systems Director, explained that were five photo entries:

- Entry 1, "The Moon" submitted by Joel Atkins
- Entry 2, "Twins" submitted by Sharil Meeks
- Entry 3, "Lights on Sulphur Creek" submitted by Amy Barrett
- Entry 4, "The Sulfur Creek in Fall" submitted by Betty Chaudoin
- Entry 5, "Anthony Munayco" submitted by Anthony Munayco

Council member Williamson moved to select Entry 3 "Lights on Sulphur Creek" submitted by Amy Barrett as the winner of the photo contest. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.2	Discussion regarding amending the adopted budget for the Municipal Government of the City of Lampasas for the Fiscal year of October 1, 2018 to September 30, 2019.
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Yvonne Moreno, Finance Director, explained that she reviewed with Council during workshop session the necessary budget amendments to the General Fund, Golf Course Fund and Animal Shelter Fund. The total amendments from the Electric Fund is \$167,202.01 which \$100,000.00 is for the General Fund, \$56,653.02 is for the Golf Course Fund and \$10,548.99 is for the Animal Shelter Fund. She said that due to the closing of Fiscal Year 2018-2019, the Finance Department must verify all budgeted line items. If any line item is over the budgeted amount, an amendment must be done. The auditors require that all budgeted items fall within the budgeted amounts. These amendments must be done by Ordinance.

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance amending the adopted budget for the Municipal Government of the City of Lampasas for the Fiscal Year of October 1, 2018 through September 30, 2019. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.3	Discussion and possible action to approve a street closure request for a Corvettes on the Square event on January 18, 2020.
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Sammy Bailey, Police Chief, explained that SRE Promotions and the Corvettes on the Square Committee have requested a street closure request at East Third Street between Liveoak Street and Pecan Street and Liveoak Street from East Third Street to East Fourth Street closed during their event on January 18, 2020. The event is from 10:00 a.m. until 1:00 p.m.

Bailey recommended the approval of the request for the safety of participants and attendees. She recommended that the roadways be closed starting at 5:00 a.m. to prevent parking issues and be reopened as soon as the event is over or safe to do so.

Council member Williamson moved to approve the street closure at East Third Street between Liveoak Street and Pecan Street and Liveoak Street from East Third Street to East Fourth Street for a Corvettes on the Square event on January 18, 2020 as presented. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

Council asked that the Police Chief visit with the retailers on the square to ensure they are aware of this event and street closure.

7.4	Discussion and possible action regarding appointment of board member to Zoning Board of Adjustment.
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was placed on the agenda for Council consideration of a new member to the Zoning Board of Adjustments (“ZBA”). One application was received from Danielle Shepard.

Mayor Pro Tem Monroe moved to approve the appointment of Danielle Shepard to the Zoning Board of Adjustments (“ZBA”). The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:18 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Misti Talbert, Mayor

ATTEST:

\_\_\_\_\_  
Christina Marez, City Secretary

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**MINUTES OF SPECIAL MEETING OF THE GOVERNING BODY  
 OF THE CITY OF LAMPASAS, TEXAS  
 CITY COUNCIL CHAMBERS  
 302 E THIRD STREET  
 MONDAY, DECEMBER 16, 2019**

The City Council of the City of Lampasas met in special session on the above date with Mayor Talbert presiding.

Council Members present:

- T.J. Monroe, Mayor Pro Tem
- Chuck Williamson
- Randy Clark
- Cathy Kuehne
- Delana Toups
- Michael White

Council Members absent:

None

City Staff Present:

- Finley deGraffenried, City Manager
- Christina Marez, City Secretary
- Vicki Tower, Asst. City Secretary
- Yvonne Moreno, Finance Director
- Monica Wright, Information Systems Director
- Sammy Bailey, Police Chief
- Jody Cummings, Asst. Police Chief
- Chuck Montgomery, Police Lieutenant
- Rickie Roy, Public Works Director
- Jeffry Smith, Fire Chief
- Robert Gradel, Municipal Court Judge
- Van Berry, Golf Course Manager

**OPEN HOUSE/PROGRAM  
 5:30 P.M.**

- I. Call to order.....Mayor Talbert

Mayor Talbert called the special meeting to order at 6:00 p.m.

- II. Blessing.....Roland Schaub

Due to Roland Schaub not being able to make this meeting, Jeffry Smith, Fire Chief, gave the blessing.

- III. Background and Acknowledgements.....Finley deGraffenried

City Manager deGraffenried presented the Mayor and Council members with their annual \$1.00 coin. He thanked them for their service and dedication to the City Staff and citizens of Lampasas.

deGraffenried also thanked the Mayor and Council, as well as previous Council members, for their support and commitment to the renovation of the Old City Hall building which now houses the new Council Chambers, meeting rooms and training room. The meeting and training rooms are now available for associations, boards and public use.

deGraffenried thanked all those involved in the renovation and final touches to the Old City Hall building:

- City Staff
- JNW Architects
- Hendrix Engineering
- ASJ Construction
- Brieth Electric
- Twin Plumbing
- Tony Canales Sheet Metal & Welding
- Russ Dibble
- Ranger Fire
- RKJ Construction
- Azbell Electronics
- Library Foundation for the center piece flower arrangement
- Eve’s Café for catering this event

deGraffenried apologized if he left anyone out.

IV. Mayor and City Council Comments.....Mayor Talbert

Mayor Talbert and all Council members also thanked the same individuals but also praised the hard work performed by City Manager deGraffenried on this project. They were very happy with the outcome and glad that the community has this beautiful building that can be used for many years to come.

V. Resolution Dedicating 1931 City Hall.....Mayor Talbert

deGraffenried reviewed the Resolution Dedicating the 1931 City Hall which provided the background history of the building as well as dedication information:

- On July 27, 1931, the Aldermen of the City of Lampasas addressed a compelling community need by engaging Roy L. Thomas, Architect, to develop plans for a City Hall contingent on the passage of a bond to fund the project
- On August 29, 1931, the City of Lampasas Aldermen canvassed and certified, by a vote of 305 for to 60 against, that bonds in the amount of \$12,000.00 be issued for the construction of a City Hall
- On September 10, 1931, plans were completed, and on September 30, 1931, Mr. Ruble Shanks was awarded the contract to build City Hall
- Since completion in late 1931, City Hall has been used a Fire Station, Library, Police Station, Council Chamber, Utility Office, Administration Offices, Tax Office, auditorium, dance studio and fitness center
- After 61 years of continuous use, City Administrative, Utility and Public Works Offices were relocated, at which time City Hall was used only occasionally and ultimately completely vacated

- After the sale and repurchase of City Hall, plans were completed in 2017 by JNW Architects for the renovation of 1931 City Hall
- In October 2019, after almost 27 years, City Council began conducting regular meetings
- In 1986, Jack and Frances Calvert moved to Lampasas after Jack retired as Colonel from the United States Army, where he became involved in community development groups and projects
- In 1991 Jack Calvert ran for and was elected Mayor for the City of Lampasas and served as Mayor for 16 years until 2007
- Jack Calvert has volunteered his time and talent unselfishly to the Lampasas Economic Development Alliance, Chamber of Commerce, Lampasas County Museum, Kiwanis, Texas Leadership Advisory Board and Heart of Texas Defense Alliance to only name a few
- Therefore, resolved by the Mayor and City Council, out of respect and gratitude of Jack Calvert's service to the City of Lampasas, that the 1931 City Hall be hereby commissioned, in all references, words, documents, and uses, as the JACK CALVERT MUNICIPAL BUILDING

The Resolution was presented to Jack Calvert who was quite surprised and overwhelmed with gratitude. The Mayor, Council members and City Manager thanked Mr. Calvert for his service to the City of Lampasas and congratulated him on a well-deserved building dedication.

Jack Calvert provided some history of the building and thanked everyone for this tremendous honor.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 6:28 p.m. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Misti Talbert, Mayor

ATTEST:

\_\_\_\_\_  
Christina Marez, City Secretary

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City ManagerITEM NO. 3.1

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

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**Subject:**

Discussion and Possible Action regarding purchases and charges in excess of \$4,000 from December 1, 2019 to December 31, 2019

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: January 7, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

N/A

Attachments: A/P History Check Report

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**Summary Statement:**

The Check History Report presents the detail of individual charges and amounts for all checks over \$4,000 for the period of December 1, 2019 to December 31, 2019.

**Recommendation:**

Motion to approve by consent.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02856	AEP ENERGY PARTNERS, INC. I-17521223175 NOVEMBER AEP BILL	E	12/19/2019	58,988.08		000024		58,988.08
56260	LOWER COLORADO RIVER AUTHORITY I-EW15552 NOVEMBER LCRA BILL	E	12/19/2019	231,034.08		000025		231,034.08
27050	IRS-PAYROLL TAXES I-T1 201912057952 FEDERAL WITHHOLDING I-T3 201912057952 FICA TAX I-T4 201912057952 MEDICARE TAX	D	12/06/2019	20,568.83		000043		
		D	12/06/2019	27,145.40		000043		
		D	12/06/2019	6,348.58		000043		54,062.81
27050	IRS-PAYROLL TAXES I-T1 201912197957 FEDERAL WITHHOLDING I-T3 201912197957 FICA TAX I-T4 201912197957 MEDICARE TAX	D	12/20/2019	17,378.81		000044		
		D	12/20/2019	24,169.52		000044		
		D	12/20/2019	5,652.64		000044		47,200.97
00955	ADVANCED WINDOW TINT INC I-19976 WINDOW TREATMENT OCH	R	12/05/2019	5,939.80		154356		5,939.80
03127	ASJ CONSTRUCTION I-NO 7 11182019 CONSTRUCTION OF BUILDING	R	12/05/2019	107,350.00		154362		107,350.00
17865	COLONIAL LIFE & ACCIDENT I-AC1201911077947 ACCIDENT INSURANCE I-AC2201911217949 ACCIDENT INSURANCE I-AC3201911077947 ACCIDENT INSURANCE I-AC3201911217949 ACCIDENT INSURANCE I-CN1201911077947 CANCER INSURANCE I-CN2201911217949 CANCER INSURANCE I-HO3201911077947 HOSPITAL INCOME - PRETAX I-HO3201911217949 HOSPITAL INCOME - PRETAX I-LF3201911217949 UNIV/COL LIFE AFTER TAX I-LF7201911077947 NON-PRETAX LIFE INSURANCE I-LF8201911077947 AFTER TAX COLONIAL PRODUCTS I-LF8201911217949 AFTER TAX COLONIAL PRODUCTS	R	12/05/2019	182.40		154371		
		R	12/05/2019	182.46		154371		
		R	12/05/2019	808.19		154371		
		R	12/05/2019	808.19		154371		
		R	12/05/2019	307.98		154371		
		R	12/05/2019	308.00		154371		
		R	12/05/2019	137.70		154371		
		R	12/05/2019	137.70		154371		
		R	12/05/2019	298.87		154371		
		R	12/05/2019	298.81		154371		
		R	12/05/2019	1,105.29		154371		
		R	12/05/2019	1,105.29		154371		5,680.88
02860	FUELMAN I-201911267950 CITY GAS	R	12/05/2019	8,487.47		154385		8,487.47
02202	H & H TREE SERVICE INC I-12042019 H & H TREE SERVICE INC	R	12/05/2019	10,000.00		154390		10,000.00
35299	HACH COMPANY I-11726903 WATER MATERIALS I-11728098 STIR BAR	R	12/05/2019	14,837.00		154391		
		R	12/05/2019	87.76		154391		14,924.76

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
45897	JOHN DEERE FINANCIAL							
I-2246650	MOWER LEASE	R	12/05/2019	1,537.52		154392		
I-2253873	MOWER LEASE	R	12/05/2019	2,700.82		154392		4,238.34
52200	LAMPASAS PUBLIC UTILITIES							
I-11302019	NOVEMBER 2019	R	12/05/2019	35,610.55		154411		35,610.55
03304	SARAH GOODENOUGH							
I-12022019	EASEMENT BRODIE ESTATES	R	12/05/2019	5,000.00		154425		5,000.00
74775	SCOTT & WHITE HEALTH PLAN							
I-201912057953	SCOTT & WHITE HEALTH PLAN	R	12/05/2019	5,881.02		154426		
I-CCC201911217949	HEALTH INSURANCE PREMIUM	R	12/05/2019	6,002.40		154426		
I-CCE201911217949	HEALTH INSURANCE PREMIUM	R	12/05/2019	13,860.49		154426		
I-CCF201911217949	HEALTH INSURANCE PREMIUMS	R	12/05/2019	5,622.84		154426		
I-CCS201911217949	HEALTH INSURANCE PREMIUM	R	12/05/2019	5,863.76		154426		
I-HE1201911217949	HEALTH INSURANCE PREMIUM	R	12/05/2019	5,973.72		154426		
I-HEA201911077947	EMPLOYEE SHARE HEALTH INSURANC	R	12/05/2019	10,285.37		154426		
I-HEA201911217949	EMPLOYEE SHARE HEALTH INSURANC	R	12/05/2019	204.26		154426		
I-HEC201911217949	EMPLOYEE SHARE HEALTH INSURANC	R	12/05/2019	10,359.20		154426		
I-HEC201912057952	EMPLOYEE SHARE HEALTH INSURANC	R	12/05/2019	391.29		154426		
I-HI1201911217949	CITY HEALTH INSURANCE	R	12/05/2019	15,885.00		154426		
I-HID201911217949	CITY HEALTH INSURANCE	R	12/05/2019	12,368.07		154426		
I-HIE201911217949	EMPLOYEE CITY HEALTH CONTRIB	R	12/05/2019	21,431.85		154426		114,129.27
01298	STUART C IRBY CO							
I-SO11594896001	STUART C IRBY CO	R	12/05/2019	6,600.00		154429		
I-SO11594899001	STUART C IRBY CO	R	12/05/2019	2,895.00		154429		
I-SO11662944001	SINGLE PHASE METERS	R	12/05/2019	12,880.00		154429		22,375.00
01505	TEXAS COMMISSION ON ENVIRONMEN							
I-PHS0189416	WATER SYSTEM FEE	R	12/05/2019	8,359.40		154431		8,359.40
84250	TEXAS MUNICIPAL RETIREMENT SYS							
I-TMR201911017946	RETIREMENT CONTRIBUTIONS	R	12/05/2019	932.97		154433		
I-TMR201911077947	RETIREMENT CONTRIBUTIONS	R	12/05/2019	46,019.83		154433		
I-TMR201911157948	RETIREMENT CONTRIBUTIONS	R	12/05/2019	20,653.82		154433		
I-TMR201911217949	RETIREMENT CONTRIBUTIONS	R	12/05/2019	48,127.23		154433		115,733.85
03268	THE GUARDIAN LIFE INSURANCE CO							
I-201912057954	THE GUARDIAN LIFE INSURANCE CO	R	12/05/2019	63.19		154435		
I-201912057955	THE GUARDIAN LIFE INSURANCE CO	R	12/05/2019	185.12		154435		
I-DN1201911077947	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2019	621.33		154435		
I-DN1201911217949	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2019	17.25		154435		
I-DN2201911217949	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2019	630.51		154435		
I-DN2201912057952	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2019	24.21		154435		
I-GDC201911217949	DENTAL INSURANCE PREMIUM	R	12/05/2019	997.50		154435		
I-GDE201911217949	DENTAL INSURANCE PREMIUM	R	12/05/2019	1,077.00		154435		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-GDF201911217949	DENTAL INSURANCE PREMIUM	R	12/05/2019	1,022.39		154435		
I-GDS201911217949	DENTAL INSURANCE PREMIUM	R	12/05/2019	554.71		154435		
I-GVC201911217949	VISION INSURANCE PREMIUM	R	12/05/2019	164.64		154435		
I-GVE201911217949	VISION INSUR PREMIUM	R	12/05/2019	252.00		154435		
I-GVF201911217949	VISION INSURANCE PREMIUM	R	12/05/2019	168.84		154435		
I-GVS201911217949	VISION INSURANCE PREMIUM	R	12/05/2019	121.86		154435		
I-VS1201911077947	EMPLOYEE SHARE HEALTH PLAN	R	12/05/2019	75.06		154435		
I-VS1201911217949	EMPLOYEE SHARE HEALTH PLAN	R	12/05/2019	1.98		154435		
I-VS2201911217949	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2019	75.96		154435		
I-VS2201912057952	EMPLOYEE SHARE HEALTH INSUR	R	12/05/2019	3.24		154435		6,056.79
02976	WASTE CONNECTIONS							
I-1154177	CITIZEN ROLL OFF	R	12/05/2019	385.70		154453		
I-1154185	RECYCLE ROLL OFF	R	12/05/2019	343.50		154453		
I-1163183	RESIDENTIAL SOLID WASTE	R	12/05/2019	44,023.41		154453		
I-1163229	ROLL-OFF EMPTY	R	12/05/2019	370.40		154453		45,123.01
02976	WASTE CONNECTIONS							
I-1163182	COMMERCIAL SOLID WASTE	R	12/05/2019	48,106.82		154458		48,106.82
00498	AIR MAC, INC							
I-0107225IN	BLOWER	R	12/12/2019	10,036.13		154460		10,036.13
16468	CATERPILLAR FIN SER CORP							
I-20425094	DECEMBER RENT OF GRADER	R	12/12/2019	2,751.32		154472		
I-20484160	DECEMBER RENT	R	12/12/2019	2,463.86		154472		5,215.18
47585	KEMPNER WATER SUPPLY CORP							
I-11302019	NOVEMBER WATER	R	12/12/2019	47,082.82		154493		47,082.82
01456	S & M VACUUM & WASTE, LTD							
I-120833	SLUDGE TRANSPORTATION	R	12/12/2019	500.00		154520		
I-124447	SLUDGE TRANSPORTATION	R	12/12/2019	500.00		154520		
I-124449	SLUDGE TRANSPORTATION	R	12/12/2019	500.00		154520		
I-124529	SLUDGE TRANSPORTATION	R	12/12/2019	500.00		154520		
I-124530	SLUDGE TRANSPORTATION	R	12/12/2019	500.00		154520		
I-125366	SLUDGE TRANSPORTATION	R	12/12/2019	1,000.00		154520		
I-125552	SLUDGE TRANSPORTATION	R	12/12/2019	1,000.00		154520		4,500.00
4100	AVFUEL INC							
I-012997593	AIRPORT FUEL	R	12/16/2019	12,696.84		154544		12,696.84
02441	C&J SALT CREEK ENTERPRISES LLC							
I-2423	C&J SALT CREEK ENTERPRISES LLC	R	12/16/2019	14,900.00		154547		14,900.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02754	MASTERCARD							
C-10312019	BILLING DISCREPANCY	R	12/16/2019	20.00CR		154567		
C-995451060	DOMAIN NAME - 5 YEAR	R	12/16/2019	3.86CR		154567		
C-BI30510929	VIDEO EDITING SOFTWARE	R	12/16/2019	14.84CR		154567		
I-00776G	LICENSE RENEWAL ELLETT	R	12/16/2019	55.00		154567		
I-01265G	CANDY JARS - CITY COUNCIL	R	12/16/2019	8.00		154567		
I-01979G	OLD CITY HALL DECORATIONS	R	12/16/2019	225.68		154567		
I-02044G	TRAINING CLASS	R	12/16/2019	825.00		154567		
I-02197G	INMATES LUNCH STORM'S	R	12/16/2019	45.71		154567		
I-02532G	COUNCIL DINNER	R	12/16/2019	67.38		154567		
I-02831G	COUNCIL DINNER BELLA ITAL	R	12/16/2019	161.82		154567		
I-03178G	TPPA CONF- LODGING	R	12/16/2019	289.28		154567		
I-03187G	BUSH'S TEA -BBQ COOKOFF	R	12/16/2019	18.00		154567		
I-100167332	5*8 BEACON NYLON FLAGS	R	12/16/2019	108.83		154567		
I-10292019	ANNUAL RENEW CONST.CONTAC	R	12/16/2019	512.50		154567		
I-11012019	T ZIMPEL TRAINING	R	12/16/2019	325.00		154567		
I-11042019	LICENSE RENEWAL	R	12/16/2019	111.00		154567		
I-11202019	CONVENTION PARKING	R	12/16/2019	20.00		154567		
I-11363839719138629	CAMERA	R	12/16/2019	206.79		154567		
I-190160A	LCC TRAINING HOTEL STAY	R	12/16/2019	380.92		154567		
I-20195777	EMERGENCY REPORTING	R	12/16/2019	1,916.00		154567		
I-2336961	COUNCIL DINNER CHICKFILA	R	12/16/2019	160.00		154567		
I-248025255	CITY NEWSLETTER	R	12/16/2019	53.30		154567		
I-25708791	DOMAIN NAME (4YR)	R	12/16/2019	63.96		154567		
I-25712497	DOMAIN NAME - 5 YEAR	R	12/16/2019	62.31		154567		
I-321823212	HOTEL FOR CLASS	R	12/16/2019	87.48		154567		
I-5014594944	FOOT-VAVLE AND PARTS	R	12/16/2019	1,382.40		154567		
I-8363594 11162019	CRICUT ANNUAL SUBSCRIPT	R	12/16/2019	101.87		154567		
I-96006A	TRAINING/LODGING	R	12/16/2019	436.20		154567		
I-9804823968	CARPET BERBERMAT CHAIRMAT	R	12/16/2019	223.92		154567		
I-BI30487083	VIDEO EDITING SOFTWARE	R	12/16/2019	194.74		154567		
I-SSTK08776774C	WEBSITE STOCK IMAGES	R	12/16/2019	29.00		154567		
I-W6590190	CITY COUNCIL COINS	R	12/16/2019	164.45		154567		8,197.84
82300	TECHLINE, INC							
I-126492700	CHAIN HOIST	R	12/16/2019	126.25		154581		
I-126492800	CHAIN HOIST	R	12/16/2019	6,749.56		154581		
I-126492801	CHAIN HOIST	R	12/16/2019	33.60		154581		
I-126492802	CHAIN HOIST	R	12/16/2019	138.80		154581		
I-126492803	CHAIN HOIST	R	12/16/2019	264.00		154581		
I-126492804	CHAIN HOIST	R	12/16/2019	138.80		154581		
I-126492900	CHAIN HOIST	R	12/16/2019	690.10		154581		
I-310650600	CHAIN HOIST	R	12/16/2019	3,709.00		154581		
I-310650601	CHAIN HOIST	R	12/16/2019	678.00		154581		
I-310650602	CHAIN HOIST	R	12/16/2019	204.00		154581		
I-310650603	CHAIN HOIST	R	12/16/2019	102.00		154581		
I-310650604	CHAIN HOIST	R	12/16/2019	275.00		154581		
I-310650605	CHAIN HOIST	R	12/16/2019	16.00		154581		
I-310650606	CHAIN HOIST	R	12/16/2019	708.00		154581		13,833.11

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02101	WATCHGUARD VIDEO							
I-WARINV003790	WARRANTY SOFTWARE SUP	R	12/16/2019	7,125.00		154589		7,125.00
00173	ALL SEASONS SERVICE INC							
I-23789	A/C UNIT HOSTESS HOUSE	R	12/18/2019	5,850.00		154591		5,850.00
49400	LAMPASAS CENTRAL APPR DIST							
I-12162019	1ST QUARTERLY PAYMENT	R	12/18/2019	7,868.57		154601		7,868.57
00602	CANALES-DIBBLE CONTRACTORS, IN							
I-12232019	SIDEWALKS, CURB, RAMPS	R	12/27/2019	14,806.00		154653		14,806.00
01050	MCCOY TREE SURGERY COMPANY							
I-364	ANNUAL TREE TRIMMING	R	12/27/2019	2,343.20		154671		
I-365	ANNUAL TREE TRIMMING	R	12/27/2019	4,956.40		154671		
I-366	ANNUAL TREE TRIMMING	R	12/27/2019	4,956.40		154671		12,256.00
00979	NEWMAN REGENCY GROUP INC							
I-8945	ANGLE BASE/CANISTER	R	12/27/2019	10,302.28		154674		10,302.28

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	30	731,785.71	0.00	731,785.71
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	101,263.78	0.00	101,263.78
EFT:	2	290,022.16	0.00	290,022.16
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: FSB	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			34	1,123,071.65	0.00	1,123,071.65
BANK: FSB	TOTALS:		34	1,123,071.65	0.00	1,123,071.65
REPORT TOTALS:			34	1,123,071.65	0.00	1,123,071.65



**City Manager**

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

**Subject:** Discussion and Possible Action on the Receipt of the Monthly Investment Report for November 2019.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: January 7, 2020 For the Agenda of: January 13, 2020

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

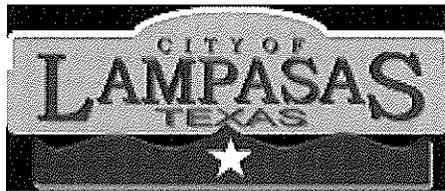
**Summary Statement:**

The weighted average maturity of City investments is 42 days.

The City's yield to maturity is 1.085

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$2,619,043.64	16.62%
TexStar	\$1,617,968.02	10.27%
Bancorp South	\$5,569,511.50	35.35%
Money Market	\$3,912,438.02	24.82%
Frost Bank- Checking	\$1,037,093.43	6.58%
Federal Agency Securities	\$ 999,957.14	6.35%

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



**Monthly Investment Report  
November 30, 2019**

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS



## ..and visions of growth dance in their heads...

The economic picture remains fuzzy going into year-end but the US remains strong and there are many signs of stabilization across the globe. Since it is the holidays it is fair to wish for a Christmas miracle!

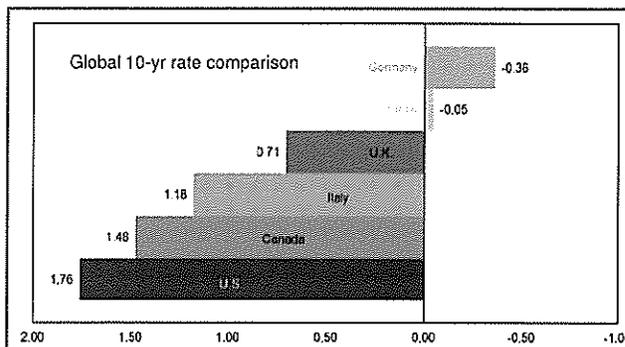
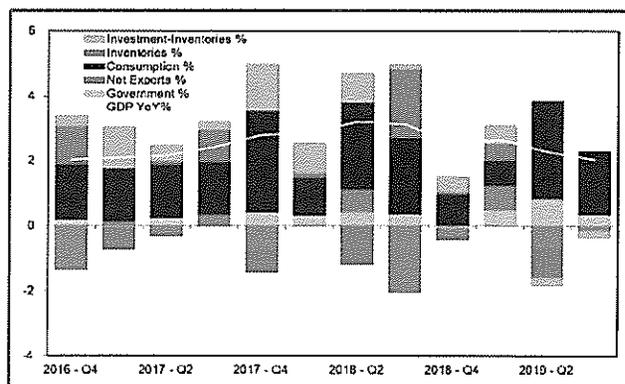
The economy's ability to confound the negative consensus forecasters and recession prognosticators is a surprise to many. The data suggest however that the economy is **fundamentally sound** despite the flat yield curve. The curve flattening is as much about comparable yields around the world, that bring money into the US markets, as it is a reflection of the domestic economy's condition.

The economy might not be at its sweetest spot, but there doesn't seem to be any expansion ending imbalances or asset/liability mismatches that we have seen in the past recessions, such as tech or housing or the financial institutions. There are some **mounting weaknesses** however.

According to Federal Chair J. Powell, the outlook for the U.S. economy appears to be a **"glass half full"** scenario. He notes monetary policy is now well positioned to support a strong labor market and return inflation decisively to the Fed's 2% target. Inflation has ticked up slightly this month, although they remain at the lower end of historical ranges.

The **job market** remains strong with the unemployment rate near half century lows for the last 1.5 years. The pace of job growth has slowed but not drastically. Jobs support the consumer, but the consumer is the major factor supporting growth (upper right graph) and that support has decreased slightly. Retail sales for the holidays will be a critical data point. But the US consumer appears to be poised to continue spending into the holidays. Retail buying on Black Friday and Cyber Monday rose YOY over 19% to \$7.48. Consumer expectations are at a 4-month high.

The domestic **banking industry** is basically healthy with nonperforming loan balances exceptionally low and a coverage ratio of 130% of nonperforming loan balances. And with the GM strike behind us, the manufacturing sector should begin to bounce back. ISM manufacturing did slip slightly on new orders and a waning back log of orders, both of which can be tied to the oscillating trade negotiations.



# Negotiations 101

*Uncertainty is an uncomfortable position, but certainly is an absurd one.*  
 Voltaire

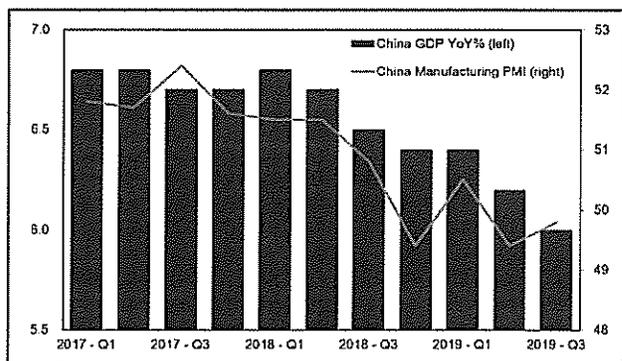
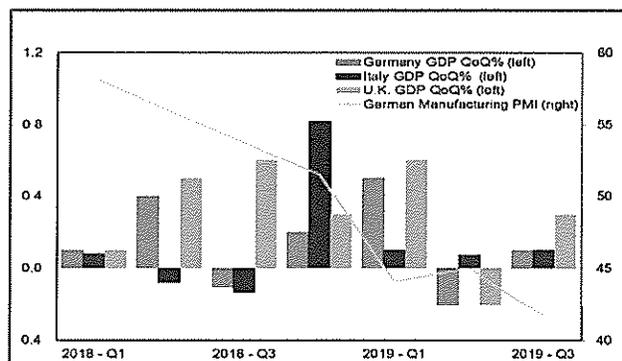
The trade talk developments with their daily vacillations of positive and negative progress has added extreme volatility to most markets as they look for certainty. But until the ink is dried – even on the first agreement – that uncertainty will remain.

Tariffs can raise the cost of materials for manufacturers which raises the price of goods. That reduces private sector output which lowers incomes for the owners of capital and their workers. The higher prices and reduced profits lead to lower wages or hiring or both.

Both the US and China have imposed tariffs on billions of goods since the start of 2018. The latest news appears optimistic at least in the long run. Both countries could use the relief. Although global indicators show an grudging increase in manufacturing, only a trade deal will further growth prospects.

The world appears to be adjusting to the long running feud and continuing pace. Germany's manufacturing is at a 5-mo high and Euro Zone activity is up to a 3-mo high. The euro zone and China have indicated the intention to move to stability and slow easing is showing stability is increasing. Not stellar but hopeful.

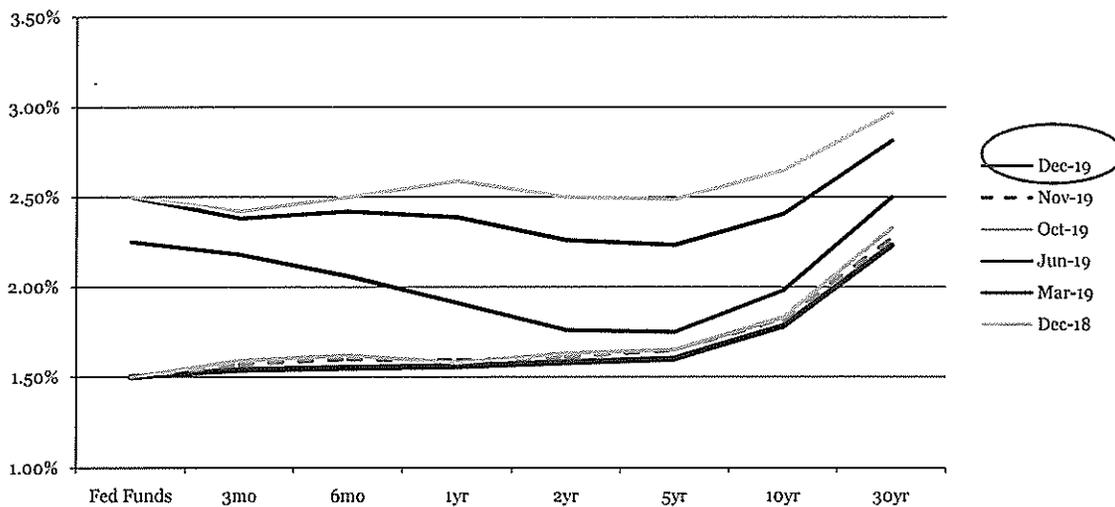
China needs a deal. It has shown some better than forecast factory data but still well below its needed levels. China's GDP was more than \$270 billion, larger than first estimated last year, a revision that added the equivalent of Finland's output to the size of the world's second-largest economy and equal to the total value of Vietnam's output in 2018. But industrial profit have slid, marking its greatest slump in 2 years. With slowing demand at home amid the ongoing trade war fallout, some have suggested that mounting pressure could prompt Chinese officials to seek to hasten a "Phase One" deal. China even shrugged off Congressional ire at HK. The move has investors optimistic once again that an initial trade deal between the U.S. and China still remains a possibility by the end of the year.





# A Major Treasury Price Rally

- The FOMC will meet in December and end the earlier speculation for an additional cut. It is unlikely that the Committee will move for a cut if economic conditions remain stable even, though growth has slowed.
- The Fed continues to work on its liquidity situation balance to reduce any fear in the markets for end of year liquidity access problems.
- The curve has remained virtually unchanged for the last three months. It is slowly moving to a more normal upwardly sloped curve, although the spread between short treasuries is measured in single basis points.
- Although the stock market is roaring to historic highs, investors retain a strong treasury position while uncertainty reigns and international sovereign and private investors stay with the higher rates afforded in the US.
- If there is any true positive progress in trade negotiations, a further move to a normal curve might be expected giving the short end some additional yield opportunities.

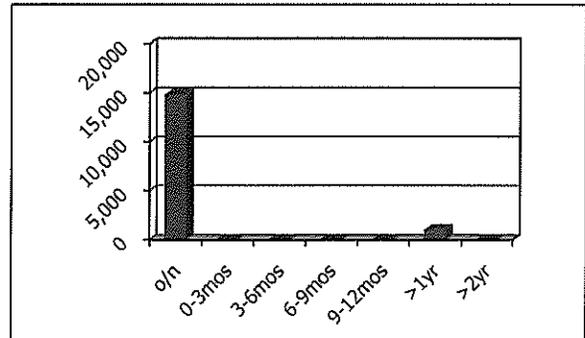
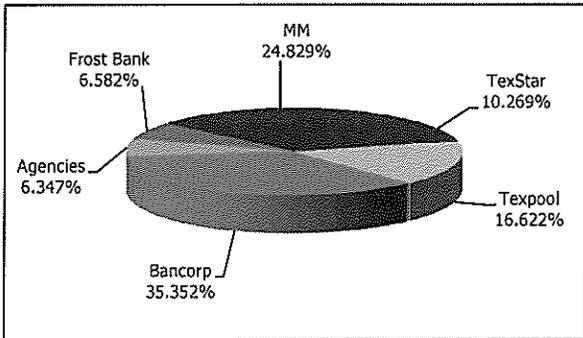


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

# Your Portfolio

As of November 30, 2019

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our ongoing anticipation of lower rates in 2019. These rate cuts and the potential of more decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.
- The non-cash portion of your portfolio is yielding 2.065%.





City of Lampasas, Texas  
 Portfolio Management  
 Portfolio Summary  
 November 30, 2019

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Federal Agency Coupon Securities	1,000,000.00	1,000,005.64	999,957.14	6.35	725	652	2.065
Bancorp South	5,569,511.50	5,569,511.50	5,569,511.50	35.35	1	1	0.470
Texpool/Texpool Prime	2,619,043.64	2,619,043.64	2,619,043.64	16.62	1	1	1.739
TexStar	1,617,968.02	1,617,968.02	1,617,968.02	10.27	1	1	1.618
Frost Bank	1,037,093.43	1,037,093.43	1,037,093.43	6.58	1	1	0.000
Money Market	3,912,438.02	3,912,438.02	3,912,438.02	24.83	1	1	1.337
<b>Investments</b>	<b>15,756,054.61</b>	<b>15,756,060.25</b>	<b>15,756,011.75</b>	<b>100.00%</b>	<b>47</b>	<b>42</b>	<b>1.085</b>
<b>Cash and Accrued Interest</b>							
Accrued Interest at Purchase		341.67	341.67				
Subtotal		341.67	341.67				
<b>Total Cash and Investments</b>	<b>15,756,054.61</b>	<b>15,756,401.92</b>	<b>15,756,353.42</b>		<b>47</b>	<b>42</b>	<b>1.085</b>

Total Earnings	November 30	Month Ending
Current Year		14,450.00

The following reports are submitted in accordance with the Public Funds Investment Act (Texas Gov't Code 2256). The reports also offer supplemental information not required by the Act in order to fully inform the governing body of the City of Lampasas, Texas of the position and activity within the City's portfolio of investment. The reports include a management summary overview, a detailed inventory report for the end of the period a transaction report, as well as graphic representations of the portfolio to provide full disclosure to the governing body.

Yvonne Moreno, Interim Finance Director

Reporting period 11/01/2019-11/30/2019  
 Data Updated: SET\_LAMP: 12/18/2019 15:44  
 Run Date: 12/18/2019 - 15:44

No fiscal year history available

Portfolio LAMP  
 AP  
 PM (PRF\_PM1) 7.3.0  
 Report Ver 7.3.6.1



**City of Lampasas, Texas**  
**Summary by Type**  
**November 30, 2019**  
**Grouped by Fund**

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Cash</b>						
Bancorp South	3	4,547,289.72	4,547,289.72	28.86	0.467	1
Money Market	5	3,912,438.02	3,912,438.02	24.83	1.337	1
Federal Agency Coupon Securities	1	1,000,000.00	999,957.14	6.35	2.065	652
Texpool/Texpool Prime	1	1,767,317.83	1,767,317.83	11.22	1.677	1
<b>Subtotal</b>	<b>10</b>	<b>11,227,045.57</b>	<b>11,227,002.71</b>	<b>71.26</b>	<b>1.103</b>	<b>59</b>
<b>Fund: Cert. of Obligation 2016</b>						
Texpool/Texpool Prime	1	851,725.81	851,725.81	5.41	1.866	1
<b>Subtotal</b>	<b>1</b>	<b>851,725.81</b>	<b>851,725.81</b>	<b>5.41</b>	<b>1.866</b>	<b>1</b>
<b>Fund: Electric</b>						
Bancorp South	1	351,275.52	351,275.52	2.23	0.467	1
Frost Bank	1	1,037,093.43	1,037,093.43	6.58	0.000	1
TexStar	1	1,617,968.02	1,617,968.02	10.27	1.618	1
<b>Subtotal</b>	<b>3</b>	<b>3,006,338.97</b>	<b>3,006,338.97</b>	<b>19.08</b>	<b>0.925</b>	<b>1</b>
<b>Fund: LEDC</b>						
Bancorp South	2	399,648.32	399,648.32	2.54	0.467	1
<b>Subtotal</b>	<b>2</b>	<b>399,648.32</b>	<b>399,648.32</b>	<b>2.54</b>	<b>0.467</b>	<b>1</b>
<b>Fund: Seizures</b>						
Bancorp South	2	18,230.61	18,230.61	0.12	0.467	1
<b>Subtotal</b>	<b>2</b>	<b>18,230.61</b>	<b>18,230.61</b>	<b>0.12</b>	<b>0.467</b>	<b>1</b>
<b>Fund: Trust</b>						
Bancorp South	2	72,763.89	72,763.89	0.46	0.717	1
<b>Subtotal</b>	<b>2</b>	<b>72,763.89</b>	<b>72,763.89</b>	<b>0.46</b>	<b>0.717</b>	<b>1</b>
<b>Fund: Water</b>						

City of Lampasas, Texas  
 Summary by Type  
 November 30, 2019  
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Water</b>						
Bancorp South	1	180,303.44	180,303.44	1.14	0.467	1
<b>Subtotal</b>	<b>1</b>	<b>180,303.44</b>	<b>180,303.44</b>	<b>1.14</b>	<b>0.467</b>	<b>1</b>
<b>Total and Average</b>	<b>21</b>	<b>15,758,054.61</b>	<b>15,758,011.75</b>	<b>100.00</b>	<b>1.085</b>	<b>42</b>



City of Lampasas, Texas  
 Fund CASH - Cash  
 Investments by Fund  
 November 30, 2019

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 385	Maturity Days To Date Maturity
<b>Federal Agency Coupon Securities</b>										
3134GUBE9	10055	FHLMC Call Note	09/19/2019	999,957.14	1,000,000.00	1,000,005.64	2.050	2.037	2.065	09/13/2021 652
<b>Subtotal and Average</b>				<b>999,957.14</b>	<b>1,000,000.00</b>	<b>1,000,005.64</b>		<b>2.037</b>	<b>2.065</b>	<b>652</b>
<b>Bancorp South</b>										
0474	10004	Bancorp South	09/01/2014	4,523,655.40	4,523,655.40	4,523,655.40	0.467	0.460	0.467	1
3213	10006	Bancorp South	09/01/2014	407.45	407.45	407.45	0.467	0.460	0.467	1
4187	10007	Bancorp South	09/01/2014	23,226.87	23,226.87	23,226.87	0.467	0.460	0.467	1
<b>Subtotal and Average</b>				<b>4,547,289.72</b>	<b>4,547,289.72</b>	<b>4,547,289.72</b>		<b>0.481</b>	<b>0.487</b>	<b>1</b>
<b>Texpool/Texpool Prime</b>										
14103	10000	Texpool	09/01/2014	1,767,317.83	1,767,317.83	1,767,317.83	1.677	1.654	1.677	1
<b>Subtotal and Average</b>				<b>1,767,317.83</b>	<b>1,767,317.83</b>	<b>1,767,317.83</b>		<b>1.654</b>	<b>1.677</b>	<b>1</b>
<b>Money Market</b>										
5001632	10023	Austin Capital Bank MM	01/29/2015	249,246.56	249,246.56	249,246.56	1.000	0.986	1.000	1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	3,132,956.06	3,132,956.06	3,132,956.06	1.360	1.341	1.360	1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	530,233.40	530,233.40	530,233.40	1.360	1.341	1.360	1
4001579	10027	Business Bk Ultimate Bus M/M	05/01/2015	1.00	1.00	1.00				1
4001561	10030	Business Bk Ultimate Bus M/M	06/30/2015	1.00	1.00	1.00				1
<b>Subtotal and Average</b>				<b>3,912,438.02</b>	<b>3,912,438.02</b>	<b>3,912,438.02</b>		<b>1.319</b>	<b>1.337</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>11,227,002.71</b>	<b>11,227,045.57</b>	<b>11,227,051.21</b>		<b>1.088</b>	<b>1.103</b>	<b>58</b>

**Fund CERTS16 - Cert. of Obligation 2016  
Investments by Fund  
November 30, 2019**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 380	YTM 385	Maturity Days To Date Maturity
<b>Texpool/Texpool Prime</b>										
14103A	10041	Texpool Prime	11/08/2016	851,725.81	851,725.81	851,725.81	1.867	1.840	1.866	1
<b>Subtotal and Average</b>				<b>851,725.81</b>	<b>851,725.81</b>	<b>851,725.81</b>		<b>1.841</b>	<b>1.867</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>851,725.81</b>	<b>851,725.81</b>	<b>851,725.81</b>		<b>1.841</b>	<b>1.867</b>	<b>1</b>

**Fund ELEC - Electric  
Investments by Fund  
November 30, 2019**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0672	10005	Bancorp South	09/01/2014	351,275.52	351,275.52	351,275.52	0.467	0.460	0.467	1
<b>Subtotal and Average</b>				<b>351,275.52</b>	<b>351,275.52</b>	<b>351,275.52</b>		<b>0.461</b>	<b>0.467</b>	<b>1</b>
<b>TexStar</b>										
17390	10001	TexStar	09/01/2014	1,617,968.02	1,617,968.02	1,617,968.02	1.618	1.595	1.617	1
<b>Subtotal and Average</b>				<b>1,617,968.02</b>	<b>1,617,968.02</b>	<b>1,617,968.02</b>		<b>1.598</b>	<b>1.618</b>	<b>1</b>
<b>Frost Bank</b>										
1732110	10022	Frost Bank Public Checking	01/20/2015	1,037,093.43	1,037,093.43	1,037,093.43				1
<b>Subtotal and Average</b>				<b>1,037,093.43</b>	<b>1,037,093.43</b>	<b>1,037,093.43</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>3,006,336.97</b>	<b>3,006,336.97</b>	<b>3,006,336.97</b>		<b>0.913</b>	<b>0.925</b>	<b>1</b>

Fund LEDC - LEDC  
Investments by Fund  
November 30, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 395	Maturity Days To Date Maturity
<b>Bancorp South</b>										
1092	10002	Bancorp South	09/01/2014	391,301.91	391,301.91	391,301.91	0.467	0.460	0.467	1
2353	10003	Bancorp South	09/01/2014	8,346.41	8,346.41	8,346.41	0.467	0.460	0.467	1
<b>Subtotal and Average</b>				<b>399,648.32</b>	<b>399,648.32</b>	<b>399,648.32</b>	<b>0.481</b>	<b>0.487</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>399,648.32</b>	<b>399,648.32</b>	<b>399,648.32</b>	<b>0.481</b>	<b>0.487</b>		<b>1</b>

Fund SEIZ - Seizures  
Investments by Fund  
November 30, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 385	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0763	10008	Bancorp South	09/01/2014	18,197.07	18,197.07	18,197.07	0.467	0.460	0.467	1
1999	10009	Bancorp South	09/01/2014	33.54	33.54	33.54	0.150	0.147	0.150	1
<b>Subtotal and Average</b>				<b>18,230.61</b>	<b>18,230.61</b>	<b>18,230.61</b>	<b>0.480</b>	<b>0.487</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>18,230.61</b>	<b>18,230.61</b>	<b>18,230.61</b>	<b>0.480</b>	<b>0.487</b>		<b>1</b>

Fund TRUST - Trust  
Investments by Fund  
November 30, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
6349	10010	Bancorp South	09/01/2014	43,121.14	43,121.14	43,121.14	0.717	0.707	0.717	1
6348	10011	Bancorp South	09/01/2014	29,642.75	29,642.75	29,642.75	0.717	0.707	0.717	1
<b>Subtotal and Average</b>				<b>72,763.89</b>	<b>72,763.89</b>	<b>72,763.89</b>	<b>0.707</b>	<b>0.717</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>72,763.89</b>	<b>72,763.89</b>	<b>72,763.89</b>	<b>0.707</b>	<b>0.717</b>		<b>1</b>

Fund WATER - Water  
Investments by Fund  
November 30, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 385	Maturity Days To Date Maturity
<b>Bancorp South</b>										
1639	10012	Bancorp South	09/01/2014	180,303.44	180,303.44	180,303.44	0.467	0.460	0.467	1
<b>Subtotal and Average</b>				<b>180,303.44</b>	<b>180,303.44</b>	<b>180,303.44</b>	<b>0.461</b>	<b>0.467</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>180,303.44</b>	<b>180,303.44</b>	<b>180,303.44</b>	<b>0.461</b>	<b>0.467</b>		<b>1</b>

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

**City of Lampasas, Texas**  
**Cash Reconciliation Report**  
 For the Period November 1, 2019 - November 30, 2019  
 Grouped by Fund

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746  
 -

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
<b>Cash</b>											
11/05/2019	10053	CASH	Interest	3130AFDA2	1,000,000.00	FHLB 1.0M 2.63% Mat. 11/05/2019	11/05/2019	0.00	13,125.00	0.00	13,125.00
11/05/2019	10053	CASH	Maturity	3130AFDA2	1,000,000.00	FHLB 1.0M 2.63% Mat. 11/05/2019	11/05/2019	0.00	0.00	1,000,000.00	1,000,000.00
<b>Subtotal</b>								<b>0.00</b>	<b>13,125.00</b>	<b>1,000,000.00</b>	<b>1,013,125.00</b>
<b>Total</b>								<b>0.00</b>	<b>13,125.00</b>	<b>1,000,000.00</b>	<b>1,013,125.00</b>

Run Date: 12/19/2019 - 15:52

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PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

City of Lampasas, Texas  
Maturity Report  
Sorted by Maturity Date  
Receipts during November 1, 2019 - November 30, 2019

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746  
.

CUSIP	Investment #	Fund	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date	Rate at Maturity	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
3130AFDA2	10053	CASH	FAC	FHLB	1,000,000.00	11/05/2019	11/06/2018	2.625	1,000,000.00	13,125.00	1,013,125.00	13,125.00
<b>Total Maturities</b>					<b>1,000,000.00</b>				<b>1,000,000.00</b>	<b>13,125.00</b>	<b>1,013,125.00</b>	<b>13,125.00</b>

Run Date: 12/18/2019 - 15:50

Portfolio LAMP  
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MA (PRF\_MA) 7.1.1  
Report Ver. 7.3.6.1



**City of Lampasas, Texas  
Interest Earnings  
Sorted by Fund - Fund  
November 1, 2019 - November 30, 2019  
Yield on Average Book Value**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Cash</b>												
3130AFDA2	10053	CASH	FAC	0.00	999,982.84	133,332.48	11/05/2019	2.625	2.818	291.67	17.16	308.83
14103	10000	CASH	RR2	1,767,317.83	1,764,884.59	1,765,046.81		1.677	1.677	2,433.24	0.00	2,433.24
5001632	10023	CASH	RR5	249,246.56	249,041.87	249,055.52		1.000	1.000	204.69	0.00	204.69
3134GUBE9	10055	CASH	FAC	1,000,000.00	999,850.00	999,905.36	09/13/2021	2.050	2.209	1,708.34	107.14	1,815.48
XXXX561	10029	CASH	RR5	530,233.40	529,645.41	529,665.01		1.360	1.351	587.99	0.00	587.99
XXXX579	10026	CASH	RR5	3,132,956.06	3,129,481.82	3,129,713.44		1.360	1.351	3,474.24	0.00	3,474.24
4001561	10030	CASH	RR5	1.00	1.00	1.00				0.00	0.00	0.00
4001579	10027	CASH	RR5	1.00	1.00	1.00				0.00	0.00	0.00
0474	10004	CASH	RRP	4,523,655.40	4,211,084.79	4,231,922.83		0.467	0.496	1,725.43	0.00	1,725.43
3213	10006	CASH	RRP	407.45	407.29	407.30		0.467	0.478	0.16	0.00	0.16
4187	10007	CASH	RRP	23,226.87	23,137.30	22,595.83		0.467	0.467	8.68	0.00	8.68
<b>Subtotal</b>				<b>11,227,045.57</b>	<b>11,907,517.91</b>	<b>11,081,646.58</b>			<b>1.161</b>	<b>10,434.44</b>	<b>124.30</b>	<b>10,558.74</b>
<b>Fund: Cert. of Obligation 2018</b>												
14103A	10041	CERTS16	RR2	851,725.81	966,878.86	869,894.52		1.867	1.867	1,334.95	0.00	1,334.95
<b>Subtotal</b>				<b>851,725.81</b>	<b>966,878.86</b>	<b>869,894.52</b>			<b>1.867</b>	<b>1,334.95</b>	<b>0.00</b>	<b>1,334.95</b>
<b>Fund: Electric</b>												
17390	10001	ELEC	RR3	1,617,968.02	1,615,819.65	1,615,962.87		1.618	1.618	2,148.37	0.00	2,148.37
1732110	10022	ELEC	RR4	1,037,093.43	23,968.43	902,010.10				0.00	0.00	0.00
0672	10005	ELEC	RRP	351,275.52	348,735.95	350,447.25		0.467	0.467	134.57	0.00	134.57
<b>Subtotal</b>				<b>3,006,336.97</b>	<b>1,988,524.03</b>	<b>2,868,420.23</b>			<b>0.988</b>	<b>2,282.94</b>	<b>0.00</b>	<b>2,282.94</b>
<b>Fund: LEDC</b>												
1092	10002	LEDC	RRP	391,301.91	392,890.23	392,156.62		0.467	0.467	150.58	0.00	150.58
2363	10003	LEDC	RRP	8,346.41	8,343.21	8,343.42		0.467	0.467	3.20	0.00	3.20
<b>Subtotal</b>				<b>399,648.32</b>	<b>401,233.44</b>	<b>400,500.05</b>			<b>0.467</b>	<b>153.78</b>	<b>0.00</b>	<b>153.78</b>

City of Lampasas, Texas  
Interest Earnings  
November 1, 2019 - November 30, 2019

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Seizures</b>												
0763	10008	SEIZ	RRP	18,197.07	18,018.69	19,700.64		0.467	0.467	7.56	0.00	7.56
1999	10009	SEIZ	RRP	33.54	9,530.42	33.44		0.150	4.366	0.12	0.00	0.12
			<b>Subtotal</b>	<b>18,230.61</b>	<b>27,549.11</b>	<b>19,734.09</b>			<b>0.473</b>	<b>7.68</b>	<b>0.00</b>	<b>7.68</b>
<b>Fund: Trust</b>												
6348	10011	TRUST	RRP	29,642.75	29,625.29	29,626.45		0.717	0.717	17.46	0.00	17.46
6349	10010	TRUST	RRP	43,121.14	43,095.74	43,097.43		0.717	0.717	25.40	0.00	25.40
			<b>Subtotal</b>	<b>72,763.89</b>	<b>72,721.03</b>	<b>72,723.89</b>			<b>0.717</b>	<b>42.86</b>	<b>0.00</b>	<b>42.86</b>
<b>Fund: Water</b>												
1639	10012	WATER	RRP	180,303.44	178,889.39	179,809.99		0.467	0.467	69.05	0.00	69.05
			<b>Subtotal</b>	<b>180,303.44</b>	<b>178,889.39</b>	<b>179,809.99</b>			<b>0.467</b>	<b>69.05</b>	<b>0.00</b>	<b>69.05</b>
			<b>Total</b>	<b>15,758,054.81</b>	<b>15,543,313.77</b>	<b>15,472,729.32</b>			<b>1.138</b>	<b>14,325.70</b>	<b>124.30</b>	<b>14,450.00</b>

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

**City of Lampasas, Texas  
Amortization Schedule  
November 1, 2019 - November 30, 2019  
Sorted By Fund - Fund**

Patterson & Associates  
901 S. MoPac  
Suite 195  
Austin, TX 78746

Investment #	Maturity Date	Beginning Par Value				Amounts Amortized				
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	And Unamortized As of 11/01/2019	Amount Amortized This Period	Ami Amortized Through 11/30/2019	Amount Unamortized Through 11/30/2019
<b>Cash</b>										
10053 FHLB Note	CASH	11/05/2019	1,000,000.00 2.625	998,460.00	-1,540.00	0.00	1,522.84 -17.16	17.16	1,540.00	0.00
10055 FHLMC Call Note	CASH	09/13/2021 12/13/2019	1,000,000.00 2.050	999,700.00	-300.00	999,957.14	150.00 -150.00	107.14	257.14	-42.86
<b>Subtotal</b>				<b>1,998,160.00</b>	<b>-1,840.00</b>	<b>999,957.14</b>	<b>1,872.84 -187.16</b>	<b>124.30</b>	<b>1,797.14</b>	<b>-42.86</b>
<b>Total</b>				<b>1,998,160.00</b>	<b>-1,840.00</b>	<b>999,957.14</b>	<b>1,872.84 -187.16</b>	<b>124.30</b>	<b>1,797.14</b>	<b>-42.86</b>

Run Date: 12/19/2019 - 15:55

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INVESTMENT PROFESSIONALS

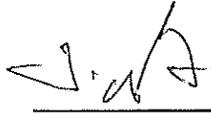
**City of Lampasas, Texas**  
**Projected Cashflow Report**  
 Sorted by Monthly  
 For the Period December 1, 2019 - June 30, 2020

Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>December 2019</b>										
12/13/2019	10055	CASH	3134GUBE9	Call	FHLMC Call Note	1,000,000.00	999,700.00	1,000,000.00	0.00	1,000,000.00
<b>Total for December 2019</b>						<b>1,000,000.00</b>	<b>999,700.00</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>1,000,000.00</b>
<b>March 2020</b>										
03/13/2020	10055	CASH	3134GUBE9	Interest	FHLMC Call Note	0.00	0.00	0.00	10,250.00	10,250.00
<b>Total for March 2020</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,250.00</b>	<b>10,250.00</b>
<b>GRAND TOTALS:</b>						<b>1,000,000.00</b>	<b>999,700.00</b>	<b>1,000,000.00</b>	<b>10,250.00</b>	<b>1,010,250.00</b>

Run Date: 12/18/2019 - 15:52

Portfolio LAMP  
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 Report Ver. 7.3.6.1

  
**City Manager**ITEM NO. 3.3

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

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**Subject:**

Discussion and Possible Action regarding an Ordinance amending the Adopted Budget for the Municipal Government of the City of Lampasas for the Fiscal Year of October 1, 2018 to September 30, 2019

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: January 7, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance and Exhibit A attached.

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**Summary Statement:**

Due to the closing of Fiscal Year 2018-2019, the Finance Department must verify all budgeted line items. If any line item is over the budgeted amount, an amendment must be done. The auditors require that all budgeted items fall within the budgeted amounts. These amendments must be done by ordinance.

**Recommendation:**

Motion to approve the second reading of an ordinance amending the adopted budget for the Municipal Government of the City of Lampasas for the Fiscal Year of October 1, 2018 through September 30, 2019.

**AN ORDINANCE AMENDING THE ADOPTED BUDGET FOR THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR OF OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019**

**WHEREAS**, the City Council of the City of Lampasas, Texas finds it to be in the best interest of the public safety and welfare to revise certain appropriations in the Fiscal Year 2018-2019 Budget in accordance with the changes noted on Exhibit A, attached hereto and incorporated for all purposes herein; and

**WHEREAS**, the Budget amendments are intended for the purpose of funding unanticipated and unbudgeted costs related to the City to meet a pressing need; and

**WHEREAS**, the City Council has determined that passage of this amendment is in the best interest of the City of Lampasas and its residents;

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

1. **That** the matters and facts recited in the preamble hereby are hereby found and determined to be true and correct.
2. **That** the proposed budget amendment for the Fiscal Year 2018-2019, which is shown and detailed on the attached Exhibit A, is hereby adopted and approved as the FY 2018-2019 Amended Budget of the City of Lampasas and that a copy of the budget amendment be attached to and made a part of the budget as originally adopted.
3. **That** the detail in Exhibit A outlines the addition to the General Fund, The Golf Course Fund, and the Animal Shelter Fund. The additions will be covered by a transfer from the Electric Fund to increase the General Fund balance to Fund Balance. The transfer to the Golf Course Fund will cover a shortfall in revenue and the transfer to the Animal Shelter will cover the accelerated purchase of a vehicle for the Department.
4. If any provision, section, subsection, sentence, clause, or phase of this ordinance, or the application of same to any person or set of circumstances, is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this ordinance shall not be affected thereby, it being the intent of the City Council in adopting this ordinance that no portion thereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion thereof, and all provisions of this ordinance are declared severable for that purpose.

Read and Approved on First Reading on this the \_\_\_\_\_ Day of December, 2019.

Read and Adopted on Second Reading on this the \_\_\_\_\_ Day of January, 2020.

ATTEST:

\_\_\_\_\_  
Misti Talbert, Mayor

\_\_\_\_\_  
Christina Marez, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Jo Christy Brown, City Attorney

EXHIBIT A

Line Item Number	Description	Original Budget	Actual	Amendment Needed
<b>General Fund (10)</b>				
#1.	Increase to General Fund Balance for year end. Monies from excess in Electric Fund Operating Budget, will Transfer from Electric Fund.			\$ 100,000.00
	<b>TOTAL AMENDMENTS FOR GENERAL FUND</b>			<b><u>\$ 100,000.00</u></b>
#2.	Transfer to Golf Course Fund to cover shortfall in revenues. Monies from excess in Electric Fund Operating Budget, will Transfer from Electric Fund.			\$ 56,653.02
	<b>TOTAL AMENDMENTS FOR GOLF COURSE FUND</b>			<b><u>\$ 56,653.02</u></b>
#3	Transfer to Animal Shelter to cover accelerated purchase of vehicle *Note: County was not billed for one-half the cost of this vehicle. Monies form excess in Electric Fund Operating Budget will Transfer from Electric Fund. (Balance left in Electric Fund will be \$105,353.99)			\$ 10,548.99
	<b>TOTAL AMENDMENTS FOR ANIMAL SHELTER FUND</b>			<b><u>\$ 10,548.99</u></b>
	<b>TOTAL ALL AMENDMENTS FROM ELECTRIC FUND</b>			<b><u>\$ 167,202.01</u></b>

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Finance/Utility Billing & Collection

# MEMO

Date: January 8, 2020

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for November 2019

Finance Department:

- \* Working on getting all purchase orders in and paid for FY 18-19.
- \* Working on year end journal entries.
- \* Reviewed all Journal entries.
- \* Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are stated in a timely manner.
- \* All payments for the 2016 CO projects are transferred from TexPool Prime to Bancorp South to cover those invoices. Interest earned for November was \$1,334.95
- \* Sales Tax for November was \$168,296 which is an increase of 7.73% from November of 2018.
- \* Reconciled 18 bank accounts
  - Processed 316 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for November was 6.67% higher than was billed in November 2018.  
The Water billing for November 2019 was 18.35% higher than what was billed in November 2018.
- November Statistics for the department:
 

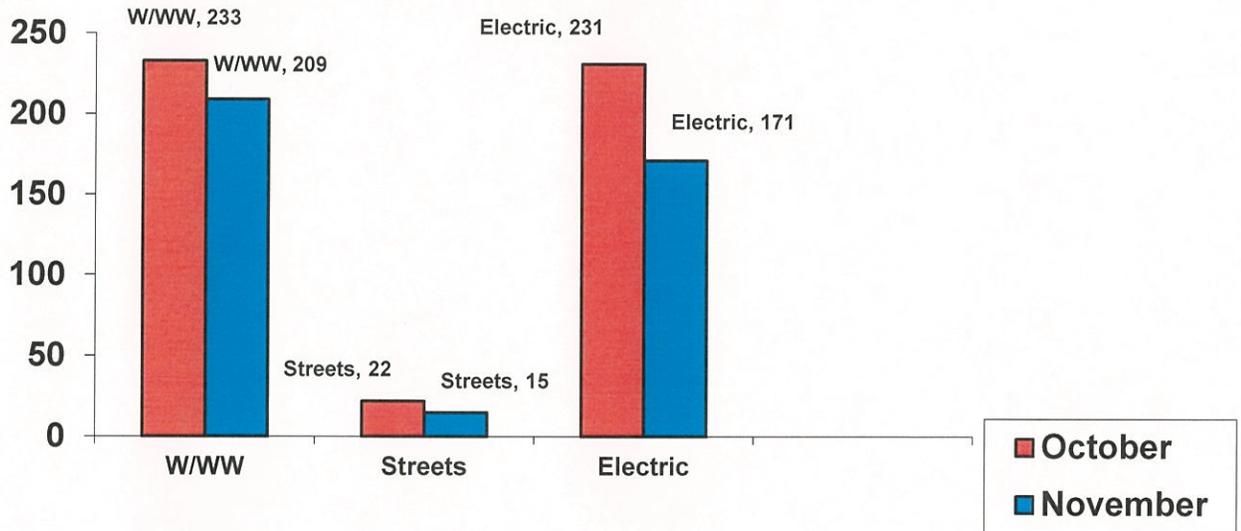
Total Water Customers	3,479
Total Wastewater Customers	2,812
Total Electric Customers	4,867
Residential Garbage Customers	2,670
Connects:	43
Disconnects:	35
Read In/Read Out:	34
Disconnects for Non-Pay:	16 (reconnected 10)



## Public Works

### DECEMBER 2019

Public Works Work Order's  
Numbers are actual number of work orders



**Work Order Summary:**

Received: 395

Completed: 292

Voids: 8

A handwritten signature in blue ink, appearing to be "S. B.", is located in the bottom right corner of the page.

To: Rickie Roy  
From: Carlos Garcia  
Date: Thursday, January 09, 2020  
Re: November Monthly

Street Department

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Mr. Roy,

For the month of the Streets Department worked on,

- 1) We completed several utility patch repairs.
- 2) We have been tree trimming and clearing line of sight issues.
- 3) We have been running the sweeper as we can.
- 4) Street – Total Work Orders = 15, Total Complete = 9, Total Outstanding = 6, Total Void = 1
- 5) We had the brush chipping program

For the month of December, we will be continuing routine road and patching repair. We will be continuing taking care of work orders.

# Memo



To: Rickie Roy  
From: Flint Geagley  
Date: December 11, 2019  
Re: November Activities

Electric Department

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This month's activities involved:

- Received a total of 171 work orders and completed 102.
- Replaced 2 poles on inspection list, removed line for new house on Naruna Rd, built line in Stone Valley, put up Christmas lights and did 134-meter swaps
- Connected: 4 upgrade, 1 new service, and 3 temps
- Set 3 poles: 1 pole to upgrade line and replaced 2 poles on the pole inspection list
- Overtime: Received 5 callouts – 1- refused line (trees), and 4 on customer side
- Activities for the Year 2018 - 2019:
- Pole Inspection replacement: total 389 poles, have replaced 265 poles
- Stone Valley: Set poles on Fieldstone Drive (45% complete)
- Burger King: set transformer and connected underground primary, waiting on customer to run secondary side (75% complete)
- Assisted Living Hwy 281South: Received transformer (50% complete)
- Brown St Subdivision: rebuilt line on Brown street to remove pole out of entrance to subdivision. Will have to build in new lines to service homes (20% complete)

# Monthly Report



To: Rickie Roy, Public Works Director  
From: Van Sims, W/WW Operations Manager  
Date: December 12, 2019  
Re: October 2019 Monthly Report

Water/Wastewater  
Department

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## Summary of Activities

- **Operation of Water Distribution System**
  1. Made 3 new service taps.
  2. Repaired 8 water leaks.
  3. Set 3 water new water meters.
  4. Completed required monthly flushing.
  5. Conducted all required water testing; recorded and logged data.
  6. Continued Deer Trail water looping project.
  
- **Operation of Wastewater Collection System**
  1. Made one new sewer tap.
  2. Cleared 5 sewer stoppages.
  3. Completed all monthly lift station checks.
  
- **Operation of Wastewater Treatment Facility**
  1. Completed all daily checks of equipment and facilities.
  2. Collected all TCEQ required samples for the municipal plant.
  3. Performed all required analysis, recorded and logged data.
  4. Performed all routine maintenance on scheduled equipment.
  5. Removed 160 yds of cake.
  
- Total Work Orders Completed -233
- Utility Locates -33
- Customer Service Calls -5

Location	Name	Date	Start Time	End Time	Time Flushed	GPM	Gallons Flushed	Pre Cl2	Post Cl2	Nitrite
Sunrise Hills	de	10/24/19	8:00	8:30	30	800	24,000	2.6	2.6	
Dawns Peak	de	10/23/19	10:10	10:50	40	700	28,000	2	2.0	
Santa Fe Square	de	10/24/19	3:25	3:40	15	700	10,500	2.6	2.6	
Country Inn	de	10/28/19	11:30	12:00	30	700	21,000	2.5	2.5	
281 South/ High School	de	10/25/19	8:00	8:15	15	1100	16,500	1.5	1.5	
Golf Course	de	10/25/19	8:25	8:50	25	500	12,500	2.8	2.8	
6th/ Rice	de	10/28/19	8:30	8:45	15	800	12,000	1.7	1.7	
6th/ Sumac	de	10/24/19	8:50	9:15	25	500	12,500	2.1	2.1	
West 4th St.	de	10/22/19	9:30	9:50	20	500	10,000	2.5	2.5	
Cr. 1024	de	10/25/19	1:00	1:20	20	700	14,000	1.2	1.2	
Cr. 1025	de	10/22/19	10:10	10:40	30	500	15,000	2	2.0	
2nd @ Spring St.	de	10/24/19	9:30	9:45	15	700	10,500	1.4	1.4	
North @ Porter	de	10/28/19	9:40	10:15	35	500	17,500	1	1.0	
Landon @ 3rd	de	10/28/19	9:00	9:30	30	500	15,000	1	1.0	
2 Park Place	de	10/22/19	11:20	11:40	20	75	1,500	1.2	1.2	
Deer Trail	jr	10/21/19	10:50	11:15	25	500	12,500	3.4	3.4	
Antelope Ln. 1	de	10/24/19	10:10	10:40	30	800	24,000	1.9	1.9	
Antelope Ln. 2	de	10/25/19	10:30	10:45	15	500	7,500	1.4	1.4	
Sports Park	de	10/23/19	9:20	9:45	25	700	17,500	1.3	1.3	
580 W	de	10/24/09	10:50	11:15	25	700	17,500	1.8	1.8	
Cr. 1048	de	10/22/19	8:00	9:00	60	700	42,000	1.8	1.8	
Cr. 1049/ Apache	de	10/23/19	1:30	0	50	500	25,000	0.6	0.6	
Cr.1045	de	10/23/19	2:50	0	50	500	25,000	1.4	1.4	
904 N. Key Ave	de	10/24/19	11:30	1:00	90	900	81,000	1.3	1.3	
Hoffpauir Ford	de	10/28/19	1:10	1:40	30	700	21,000	2.3	2.3	

203 E. Ave J	de	10/23/19	11:10	11:40	30	500	15,000	3.4	3.4	
Cr. 3400	de	10/22/19	1:10	3:00	110	70	7,700	1.2	1.2	
Hackberry	de	10/22/19	3:15	3:40	25	500	12,500	3.6	3.6	
North McLean	de	10/24/19	2:10	2:40	30	900	27,000	3.3	3.3	
Cr. 3421	de	10/24/19	1:10	2:00	50	45	2,250	1.3	1.3	
Cr. 3420 # 2	de	10/23/19	8:00	8:30	30	50	1,500	1.2	1.2	
Donovan St.	de	10/24/19	2:50	3:15	25	900	22,500	3.5	3.5	
501 E North/ Hanna Pool	de	10/28/19	10:30	10:50	20	800	16,000	1	1.0	
Live Oak/ 7th	de	10/25/19	9:15	10:15	60	1000	60,000	1.1	1.1	
Ave B @ Ridge	de	10/25/19	11:00	11:30	30	700	21,000	1.5	1.5	
Ave A @ Broad	de	10/28/19	11:00	11:20	20	700	14,000	1.5	1.5	
Brown St.	de	10/28/19	3:10	3:30	20	800	16,000	3.5	3.5	
8th @ Broad	de	10/28/19	1:50	2:10	20	700	14,000	1.1	1.1	
4th @ Howe	de	10/25/19	2:10	2:40	30	500	15,000	1.9	1.9	
4th @ Arnold	de	10/25/19	1:30	2:00	30	500	15,000	1.3	1.3	
9th @ Broad	de	10/28/19	2:20	2:40	20	800	16,000	1.2	1.2	
1st @ Howe	de	10/25/19	2:50	3:20	30	500	15,000	1	1.0	
Ave & Walnut							11,000			
Aaron Sports Park							1,716,000			
Sports Park Sample Station							561,800			
183 Sample Station							2,197,800			
Total							5,270,550			

# Monthly Report



To: Rickie Roy, Public Works Director  
From: Van Sims, W/WW Operations Manager  
Date: December 12, 2019  
Re: November 2019 Monthly Report

Water/Wastewater  
Department

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## Summary of Activities

- **Operation of Water Distribution System**
  1. Repaired 10 water leaks.
  2. Changed out 2 meters
  3. Completed required monthly flushing.
  4. Conducted all required water testing; recorded and logged data.
  5. Continued Deer Trail water looping project.
  
- **Operation of Wastewater Collection System**
  1. Made 3 new sewer tap.
  2. Cleared 7 sewer stoppages.
  3. Serviced Windsor waste line.
  4. Repaired 1 sewer main.
  5. Completed all monthly lift station checks.
  
- **Operation of Wastewater Treatment Facility**
  1. Completed all daily checks of equipment and facilities.
  2. Collected all TCEQ required samples for the municipal plant.
  3. Performed all required analysis, recorded and logged data.
  4. Performed all routine maintenance on scheduled equipment.
  5. Removed 225 yds of cake.
  
- Total Work Orders Completed -209
- Utility Locates -37
- Customer Service Calls -5

Location	Name	Date	Start Time	End Time	Time Flushed	GPM	Gallons Flushed	Pre Cl2	Post Cl2	Nitrite
Sunrise Hills	de	11/19/19	2:10	2:40	30	700	21,000	2	2.0	
Dawns Peak	de	11/19/19	1:30	1:50	20	800	16,000	1.2	1.2	
Santa Fe Square	de	11/26/19	9:00	9:20	20	800	16,000	3.3	3.3	
Country Inn	de	11/22/19	10:20	10:50	30	800	24,000	3.4	3.4	
281 South/ High School	de	11/21/19	7:40	8:00	20	1100	22,000	1.9	1.9	
Golf Course	de	11/25/19	10:00	10:20	20	500	10,000	3.6	3.6	
6th/ Rice	de	11/22/19	9:40	10:00	20	800	16,000	3.4	3.4	
6th/ Sumac	de	11/20/19	1:40	2:00	20	500	10,000	2.3	2.3	
West 4th St.	de	11/19/19	8:30	8:45	15	500	7,500	2.4	2.4	
Cr. 1024	de	11/21/19	2:40	3:00	20	700	14,000	1.2	1.2	
Cr. 1025	de	11/19/19	9:00	9:50	50	500	25,000	1.9	1.9	
2nd @ Spring St.	de	11/20/19	1:00	1:20	20	700	14,000	2.3	2.3	
North @ Porter	de	11/25/19	1:15	1:30	15	700	10,500	1.2	1.2	
Landon @ 3rd	de	11/25/19	10:30	11:20	50	500	25,000	1	1.0	
2 Park Place	de	11/19/19	10:45	11:25	40	75	3,000	2.3	2.3	
Deer Trail	de	11/22/19	8:25	9:20	55	700	38,500	1.3	1.3	
Antelope Ln. 1	de	11/19/19	10:05	10:20	20	800	16,000	2.2	2.2	
Antelope Ln. 2	de	11/20/19	3:00	3:20	20	700	14,000	1.3	1.3	
Sports Park	de	11/19/19	7:40	8:00	20	700	14,000	1	1.0	
580 W	de	1/20/19	2:15	2:40	25	700	17,500	1.5	1.5	
Cr. 1048	de	11/20/19	8:00	8:40	40	40	1,600	1.2	1.2	
Cr. 1049/ Apache	de	11/21/19	8:20	0	40	500	20,000	1	1.0	
Cr.1045	de	11/21/19	2:00	0	20	500	10,000	1.6	1.6	
904 N. Key Ave	de	11/21/19	1:00	1:40	40	800	32,000	1.2	1.2	
Hoffpauir Ford	de	11/22/19	2:40	3:00	20	700	14,000	4	4.0	

203 E. Ave J	de	11/21/19	11:10	11:40	30	500	15,000	3.7	3.7
Cr. 3400	de	11/19/19	3:00	10:40	120	50	6,000	1.3	1.3
Hackberry	de	11/25/19	3:30	3:50	20	500	10,000	4.3	4.3
North McLean	de	11/25/19	8:20	8:40	20	900	18,000	3.8	3.8
Cr. 3421	de	11/21/19	9:30	10:50	80	35	2,800	1.8	1.8
Cr. 3420 # 2	de	11/20/19	10:45	11:40	65	40	2,600	1.4	1.4
Donovan St.	de	11/22/19	2:00	2:30	30	900	27,000	4.2	4.2
501 E North/ Hanna Pool	de	11/25/19	8:40	9:00	20	800	16,000	1.9	1.9
Live Oak/ 7th	de	11/22/19	1:15	1:45	30	1000	30,000	1.1	1.1
Ave B @ Ridge	de	11/22/19	3:10	3:30	20	700	14,000	1.3	1.3
Ave A @ Broad	de	11/25/19	3:00	3:20	20	800	16,000	2.1	2.1
Brown St.	de	11/26/19	9:40	10:00	20	800	16,000	3	3.0
8th @ Broad	de	11/25/19	2:25	2:50	25	700	17,500	1.4	1.4
4th @ Howe	de	11/25/19	2:00	2:15	15	500	7,500	1.2	1.2
4th @ Arnold	de	11/25/19	1:40	1:55	15	500	7,500	2.7	2.7
9th @ Broad	de	11/25/19	9:30	9:45	15	800	12,000	2.1	2.1
1st @ Howe	de	11/25/19	11:00	11:20	20	500	10,000	1.2	1.2
Aaron Sports Park							1,053,000		
Sports Park Sample Station							936,000		
183 Sample Station							2,684,400		
Total							5,312,900		

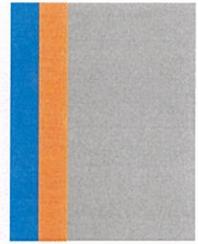
Water Report-2019							
	Purchased Water	Total Sold	City Unmetered Water Use	Sold & Unmetered Water Use	Water Loss	Unaccounted Water	
January	28509000	24534800	651400	25186200	3322800	11.66%	
February	32547000	20169300	4460905	24630205	7916795	24.32%	
March	35335000	20647400	3000498	23647898	11687102	33.08%	
April	38896000	27779300	436900	28216200	10679800	27.46%	
May	41346000	27141900	1700400	28842300	12503700	30.24%	
June	48829000	27751400	5034152	32785552	16043448	32.86%	
July	41346000	35414200	11275365	46689565	-5343565	-12.92%	
August	59666000	49147000	4156750	53303750	6362250	10.66%	
September	66228000	52,032,900	7604420	59637320	6590680	9.95%	
October	48234000	41418800	5270550	46689350	1544650	3.20%	
November				0	0	#DIV/0!	
December				0	0	#DIV/0!	
<b>Total</b>	<b>440936000</b>	<b>326037000</b>	<b>43591340</b>	<b>369628340</b>	<b>71307660</b>	<b>16.17%</b>	

## Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: November 15, 2019



### **Downtown**

Staff recently met with the new owners of 511 E Third Street regarding conceptual plans. Both owners are tied up in other projects currently, but hope to begin their remodel within the next six months. We will continue discussions during this time regarding their intentions for each building. In addition, there has been an increase in inquiries regarding available downtown buildings. Four downtown buildings are currently being discussed with prospects, and staff will be providing more details when they are ready. Wool & Vine has officially opened (inside My Girls), held a live music event, participated in the Ladies Night event and seen a very positive response from the community. The developer for the project at 707 South Pecan has submitted his concept and staff is continuing to work with him on zoning requirements. The Planning & Zoning Board and City Council have been given preliminary presentations regarding the project. In addition, a few downtown business owners have engaged staff and City officials regarding a three-dimensional "LTX" sign for downtown that will attract tourists and encourage photo opportunities. I am working closely with CYSA on a calendar for more consistent events to drive traffic downtown. The next event will be Corvettes on the Square, scheduled for Saturday, January 18<sup>th</sup> from 10am – 1pm.

### **Ladies Night on the Square**

The first "Ladies Night on the Square" was hosted by Merk & Tilley's from 4 – 8pm on Thursday, November 14<sup>th</sup>. One business reported they had traffic from 2:30 – 8:30pm, and all agreed sales and exposure substantially increased. Cards were distributed from Merk & Tilley's for customers to have punched at each participating location and a total of 95 punch cards were handed out. The cards were only for those wishing to participate in a drawing so the estimated attendance for Ladies Night actually exceeded 95. This is an event we hope to continue the second Thursday of each month.

### **Central Business District**

The developer for the project at 707 South Pecan has submitted his concept and staff is continuing to work with him on zoning requirements. The Planning & Zoning Board and City Council have been given preliminary presentations regarding the project. Rick Hardin (Santa Fe Depot owner) has engaged an Austin artist to paint a train mural on the north facing side of the Santa Fe Depot, which was approved by City Council on November 12<sup>th</sup>. The City is also continuing working with Hardin on his development for the Santa Fe Depot property.



## **Internet Project**

Staff continue to work with potential internet service providers, backbone connections and legal counsel related to possible deployment. Currently staff is working with counsel to ensure non-discriminatory access, while protecting the City and City assets from non-compliant attachment. Through the LEDC Strategic Plan, survey responses through Foresite and the City's Comprehensive Planning process, internet will continue to be a priority; therefore we will continue to work toward a solution.

## **Workforce Dev Luncheon**

Staff met with the workforce development committee recently and discussed a luncheon that has been rescheduled for Friday, January 31, 2020. The intent is to bring together our business owners/executives/HR representatives to discuss the various local workforce skills training and courses we are providing, and has continued to be a request from our business owners. The feedback has been extremely favorable, but the timing didn't work for many so we opted for early next year. Partnering with LCHEC, LHS CTE, CTC and Workforce Solutions I hope to make this an annual event.

## **TDA**

I attended the Texas Downtown Association Conference in Georgetown in October and will be sharing ideas from presenters in similarly-sized communities. There are grant and incentive options we might consider moving forward as we gain more interest in downtown, particularly pertaining to restoration of our historic buildings. Overall this was a helpful conference with topics that are relevant to our current downtown projects and I look forward to attending next year. I also hope to have a few nominations for next year's President's Awards through the Texas Downtown Association.

## **Sales Tax**

The Comptroller's office has reported another strong month of sales tax revenue for the City of Lampasas. For the month of November, the City saw an increase of 7.7% versus last year. As new development continues within our downtown, as well as Key Avenue, our hope is to continue seeing this steady increase in the coming months.



# Lamparas Fire Department

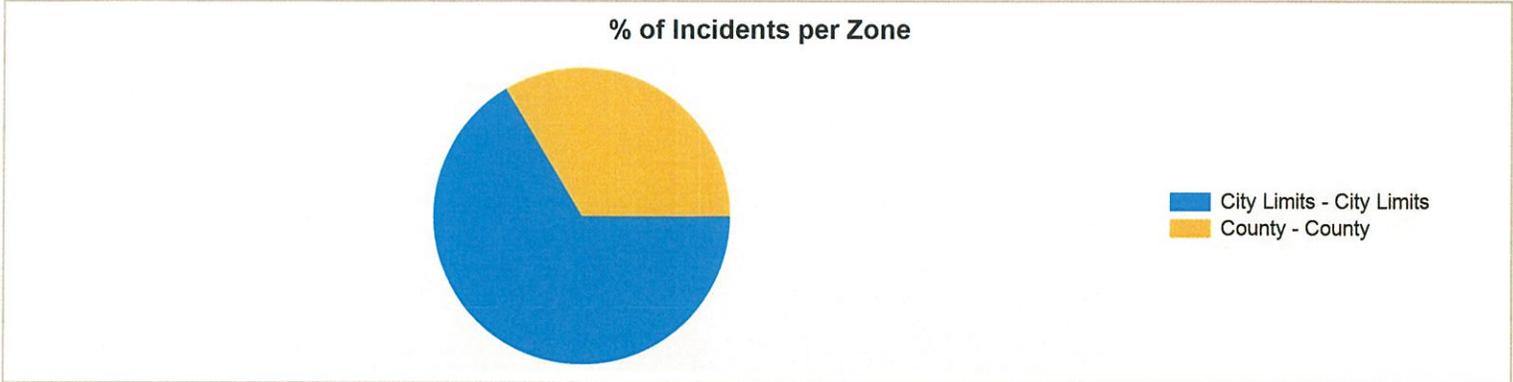
Lamparas, TX

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## Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 11/01/2019 | End Date: 11/30/2019



INCIDENT TYPE	# INCIDENTS	% of TOTAL
<b>City Limits - City Limits</b>		
100 - Fire, other	3	2.10%
111 - Building fire	2	1.40%
118 - Trash or rubbish fire, contained	1	0.70%
122 - Fire in motor home, camper, recreational vehicle	1	0.70%
132 - Road freight or transport vehicle fire	1	0.70%
150 - Outside rubbish fire, other	1	0.70%
151 - Outside rubbish, trash or waste fire	1	0.70%
311 - Medical assist, assist EMS crew	55	38.46%
320 - Emergency medical service, other	1	0.70%
322 - Motor vehicle accident with injuries	1	0.70%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	1.40%
324 - Motor vehicle accident with no injuries.	5	3.50%
412 - Gas leak (natural gas or LPG)	3	2.10%
550 - Public service assistance, other	1	0.70%
551 - Assist police or other governmental agency	1	0.70%
553 - Public service	1	0.70%
561 - Unauthorized burning	2	1.40%
611 - Dispatched & cancelled en route	5	3.50%
631 - Authorized controlled burning	2	1.40%
651 - Smoke scare, odor of smoke	2	1.40%
700 - False alarm or false call, other	1	0.70%
732 - Extinguishing system activation due to malfunction	1	0.70%
744 - Detector activation, no fire - unintentional	1	0.70%
745 - Alarm system activation, no fire - unintentional	1	0.70%
<b>Zone: City Limits - City Limits Total Incident:</b>	<b>95</b>	<b>66.43%</b>
<b>County - County</b>		
100 - Fire, other	1	0.70%
111 - Building fire	1	0.70%

Report shows count of incidents for Status selected.



*Handwritten signature/initials*

131 - Passenger vehicle fire	1	0.70%
138 - Off-road vehicle or heavy equipment fire	1	0.70%
143 - Grass fire	8	5.59%
161 - Outside storage fire	1	0.70%
311 - Medical assist, assist EMS crew	10	6.99%
322 - Motor vehicle accident with injuries	4	2.80%
324 - Motor vehicle accident with no injuries.	6	4.20%
411 - Gasoline or other flammable liquid spill	1	0.70%
413 - Oil or other combustible liquid spill	1	0.70%
550 - Public service assistance, other	1	0.70%
611 - Dispatched & cancelled en route	4	2.80%
631 - Authorized controlled burning	3	2.10%
651 - Smoke scare, odor of smoke	2	1.40%
700 - False alarm or false call, other	3	2.10%
Zone: County - County Total Incident:	<b>48</b>	<b>33.57%</b>
<b>TOTAL INCIDENTS FOR ALL ZONES:</b>	<b>143</b>	<b>100%</b>

Report shows count of incidents for Status selected.



# Lampasas Fire Department

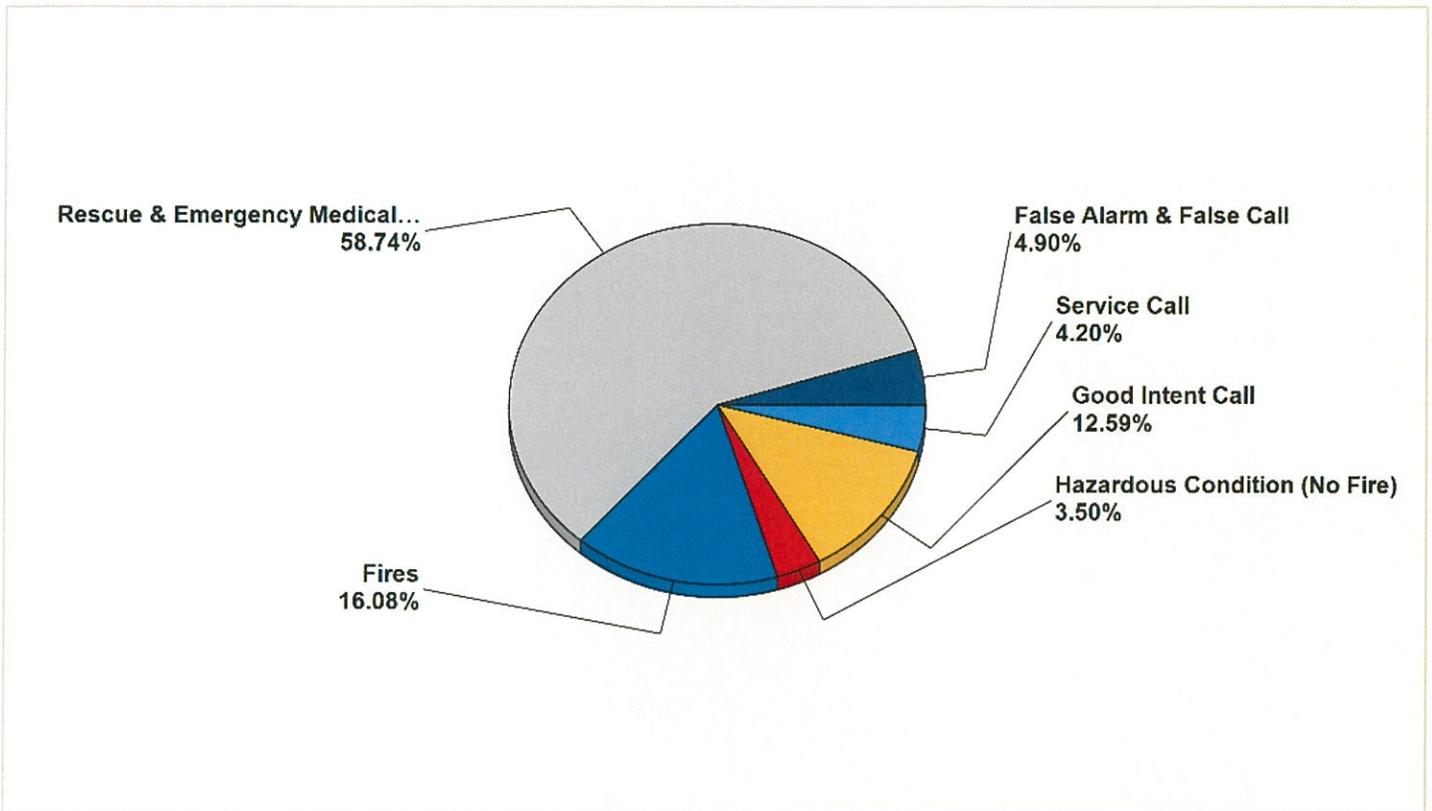
Lampasas, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2019 | End Date: 11/30/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	23	16.08%
Rescue & Emergency Medical Service	84	58.74%
Hazardous Condition (No Fire)	5	3.50%
Service Call	6	4.20%
Good Intent Call	18	12.59%
False Alarm & False Call	7	4.90%
<b>TOTAL</b>	<b>143</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.



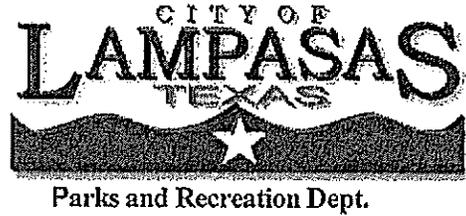
### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	4	2.80%
111 - Building fire	3	2.10%
118 - Trash or rubbish fire, contained	1	0.70%
122 - Fire in motor home, camper, recreational vehicle	1	0.70%
131 - Passenger vehicle fire	1	0.70%
132 - Road freight or transport vehicle fire	1	0.70%
138 - Off-road vehicle or heavy equipment fire	1	0.70%
143 - Grass fire	8	5.59%
150 - Outside rubbish fire, other	1	0.70%
151 - Outside rubbish, trash or waste fire	1	0.70%
161 - Outside storage fire	1	0.70%
311 - Medical assist, assist EMS crew	65	45.45%
320 - Emergency medical service, other	1	0.70%
322 - Motor vehicle accident with injuries	5	3.50%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	1.40%
324 - Motor vehicle accident with no injuries.	11	7.69%
411 - Gasoline or other flammable liquid spill	1	0.70%
412 - Gas leak (natural gas or LPG)	3	2.10%
413 - Oil or other combustible liquid spill	1	0.70%
550 - Public service assistance, other	2	1.40%
551 - Assist police or other governmental agency	1	0.70%
553 - Public service	1	0.70%
561 - Unauthorized burning	2	1.40%
611 - Dispatched & cancelled en route	9	6.29%
631 - Authorized controlled burning	5	3.50%
651 - Smoke scare, odor of smoke	4	2.80%
700 - False alarm or false call, other	4	2.80%
732 - Extinguishing system activation due to malfunction	1	0.70%
744 - Detector activation, no fire - unintentional	1	0.70%
745 - Alarm system activation, no fire - unintentional	1	0.70%
<b>TOTAL INCIDENTS:</b>	<b>143</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.



# Memo



To: Honorable Mayor and City Council Members  
CC: Finley deGraffenried, City Manager  
From: Chris Eicher, Director of Parks and Recreation  
Date: January 9, 2020  
Re: Monthly Report November 2019

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## PARKS

The parks department spent the majority of November repairing and installing Christmas decorations, prepping for and assisting with Hunters Welcome and City Wide Garage Sale, tree stump removal in several parks, mowing and weed eating, performing equipment maintenance, cutting up and hauling away fallen and diseased trees, along with performing daily duties as needed.

## SPORTS FACILITIES

The Sports crew spent most of their time mowing and weed eating, aerating and fertilizing all sports fields, purchased and applied sand for top dressing at 580 Sports Complex, repaired fencing at Turner Complex, made plumbing and irrigation repairs at Gavin Garrett Soccer Complex, and spent some time performing equipment maintenance.

## CEMETERY ACTIVITIES

(see attached)

## AIRPORT

- Check hangers, fuel station, runways, taxiways, lights and pilots lounge
- Planned Young Eagle event for the airport
- Mowed runways, fence lines and hangar areas
- Mowed airport property

**Department: SPORTS FACILITIES  
Monthly Activity Report  
MONTH OF NOVEMBER 2019**

I) Regular Personnel Hours Available: 480.00

LESS:

A)	Vacation Leave	16.00
B)	Sick Leave	
C)	Supervision/Training	
D)	Holiday	72.00
E)	Other (?)	

SUB-TOTAL 88.00

PLUS:

A)	Over Time	28.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 28.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 420.00

II) Department Summary of Work Orders for the Month.

<u>Received</u>	<u>Completed</u>	<u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
		0	0	

III) Department Projects for the Month.

<u>Replace Section of Chain Link Fence at Gavin Garrett</u>	24.00
<u>Other:</u>	
Sub-total Hours on Projects:	24.00

IV) Department Operations and Maintenance for the Month.

<u>Cleaning Fields</u>	90.00
<u>Turf Management</u>	90.00
<u>Mowing/Weed eating</u>	70.00
<u>Building and Grounds</u>	64.00
<u>Equipment/Vehicles/Shop</u>	74.00
<u>Office/Meetings</u>	8.00
Sub-total Hours on Projects:	396.00

TOTAL HOURS FOR DEPARTMENT 420.00

V) Department's Proposed Projects for Next Month

<u>Aerate Sports Fields</u>	24.00
Total Estimated Hours on Proposed Projects:	24.00

**Department: Parks  
Monthly Activity Report  
MONTH OF NOVEMBER 2019**

I) Regular Personnel Hours Available: 960.00

LESS:

A)	Vacation Leave	26.50
B)	Sick Leave	24.00
C)	Supervision/Training	68.00
D)	Holiday	144.00
E)	Other (Emergency Leave)	24.00

SUB-TOTAL 286.50

PLUS:

A)	Over Time	51.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 51.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 724.50

II) Department Summary of Work Orders for the Month.

<u>Received</u>	<u>Completed</u>	<u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
		0	0	

III) Department Projects for the Month.

Christmas Decorations	208.00
Other:	
Sub-total Hours on Projects:	208.00

IV) Department Operations and Maintenance for the Month.

Cleaning Parks	138.00
Airport Maint.	24.00
Mowing/Weed eating	32.00
Building and Grounds	272.00
Equipment/Vehicles/Shop	16.00
Office/Meetings	34.50
Sub-total Hours on Projects:	516.50

TOTAL HOURS FOR DEPARTMENT 724.50

V) Department's Proposed Projects for next Month

Christmas Decorations (Maintenance)	60.00
Total Estimated Hours on Proposed Projects:	60.00

# Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 1/9/2020  
Re: End of the month report December

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Interments	6	3 Cremation
Fee's for over site	\$375.00	
Sites sold	0	
Niche sales	0	
Beautification fund	\$246.00	
Visitors Assisted	2	
Level & Backfill sites	0	
Meetings Attended	1	
Permits Issued – n/c	3	
Permits Issued – chg	2	

- Veterans Day

DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: NOV 2019

Regular Personnel Hours Available:		504
LESS:		
A)	Vacation Leave/Personal Day	12
B)	Sick Leave	0
C)	Jury Duty	0
D)	Other (holiday/bad weather)	72
E)	Supervision	30
SUB-TOTAL		114
PLUS:		
A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	8
SUB-TOTAL		8
<b>TOTAL HOURS AVAILABLE FOR THE MONTH:</b>		<b>398</b>

**Department Summary of Work Orders for the Month**

Received	Completed	Outstanding	Void	Hours
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**Department Projects for the Month**

	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>Sub-total Hours on Special Projects:</b>				<b>0</b>

**Department Operations and Maintenance for the Month**

Mowing & W/E	212			
Equip & Veh Maint	18			
Buildings & Grounds	133			
Office Operations	33			
<b>Sub-total Hours on OM Projects:</b>				<b>396</b>

**OTHER**

OHCA Mtg	2			
	0			
	0			
<b>Sub-total Other</b>				<b>2</b>

**TOTAL HOURS FOR DEPARTMENT** **398**

**Department's Proposed Projects for next Month**

				0
				0
<b>Total Estimated Hours on Proposed Projects:</b>				<b>0</b>

**Memo**

To: Finley deGraffenried, City Manager  
From: Monica Wright, Director of Information Systems  
Date: Thursday, December 5, 2019  
Re: November 2019 Monthly Report



Information Systems

**IT Service Tickets:**

November 2018	November 2019	
141	232	<b>+91 Service Tickets</b>

**Social Media Stats:**

	November 2018	November 2019	
Facebook Followers	5,245	5,786	<b>+541 FB page followers</b>
Twitter Followers	364	478	<b>+114 Twitter followers</b>

**Website Payments:**

	November 2018	November 2019	
City Utility	348 \$118,675.12	388 \$129,772.20	<b>+40 online payments +\$11,097.08</b>
Municipal Court	25 \$4,981.06	34 \$9,237.42	<b>+9 online payments +\$4,256.36</b>

**Website Stats:**

	November 2018	November 2019	
Page Visits	7,498	8,092	<b>+594 visits</b>
Page Views	15,643	16,433	<b>+790 page views</b>
Downloads	2,193	1,021	<b>-1,172 downloads</b>

*A page view is a visit to a page on your website. If the visitor reloads a page, this counts as an additional page view. If the user navigates to a different page and then returns to the original page, this will count as another page view. A visit is defined as a sequence of consecutive page views without a 30-minute break. A visit always contains one or more page views.*

**FY 2019/2020 Projects:**

- Configure/replace (2) host servers (Fall 2019) – **completed**
- Configure/install security cameras at Municipal Court (Fall 2019)- **completed**
- Obtain quotes/install HVAC mini split in IT Building server room (Fall 2019) - **completed**
- Fiber termination at new WWW facility (Jan 2020)
- Install switch/configure network at new WWW building (Jan 2020)
- Configure/install (2) WAP's (wireless access points) at new WWW Building (Jan 2020)
- Implement Civic Plus Civic Clerk Agenda Management software (Jan 2020)
- Configure/replace PD Video server (FY 19-20)
- Upgrade all Windows 7 PCs (Dec-Jan 19/20)
- Terminate data/power drops in PD Patrol Bay (FY 19-20)
- Improvements to the IT Building (FY 19-20)
- City wide cyber security training for all employees (FY 19-20)
- Obtain quotes/configure/replace (9) PCs (FY 19-20)
- IT staff renew CJIS certifications (FY 19-20)
- Assist staff with migration to MyGov permitting software (FY 19-20)
- Implement network management software tools (FY 19-20)
- Installation of security cameras at Old City Hall (FY-19-20)

**November Projects:**

- Meeting w/ Chamber of Commerce regarding new website
- Meeting w/ staff & Verizon: 11-13
- Created Hostess House pages on website
- Assisted staff with facility module on website for Hostess House reservations
- Civic Clerk kickoff project meeting with staff
- Made changes to security settings on firewall
- AV vendor onsite to replace wireless microphone at OCH
- Replaced failing drive in PD NAS
- OCH building notes/user manuals
- Obtained quotes for FY 19-20 projects
- IT Building improvements/maintenance

**December Projects:**

- Meeting w/ staff regarding MyGov permitting software
- Civic Clerk project timeline/attend staff meetings
- WWW building walk thru: 12-5
- Terminate data cables in PD patrol bay
- Schedule onsite day for fiber termination at WWW
- Configure/install network management software
- Configure/install switch at new WWW building
- Install replacement 100ft fiber patch cable at Old City Hall
- Relocate PD patrol color laser printer
- Quote for Windows 7 upgrade licenses/purchase
- Quote for replacement PCs/purchase
- Run Cat 6 cable for cameras at Old City Hall
- Configure/install cameras at Old City Hall
- Run network cable/terminate at IT Building
- Quotes for IT Building improvements
- Install patch panel in IT server rack at IT Building
- Install Cat 6 jack terminations/wall plates at IT Building
- Relocate IT inventory to IT Building
- Assist staff w/ MyGov permitting software

**Daily/Weekly/Monthly Tasks:**

- OS updates on City Hall, PD, Library and WWW NAS devices
- OS updates to firewalls/WAPs
- Install Windows updates on City/PD servers & workstations
- Content updates to LEDC Website/Facebook/Twitter
- Content updates to the City Website/Facebook/Twitter
- 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
- Order toner needed in each department
- Prepare reports for and attend directors meeting and City Council meeting
- IT monthly report
- LEDC website analytics monthly report
- Continued education of network security threats
- Continued research of applications/software for departments

**Future Projects & Goals:**

- Research/implement timesheet/time off request software (2019-2020)
- Order additional Meter Reader Tablet/Laptop for automated meter reads (2020-2021)
- Replace Library Useful server/thin clients (2020-2021)
- Microsoft Office Exchange Email Archive (2020-2021)
- Re-cable all City buildings in preparation for VOIP infrastructure (2020-2021)
- Point to Point wireless Internet solution for locations not on fiber (2021-2022)
- Research/implement digital/paperless software (2021-2022)
- City-wide building VOIP phone software solution (2022-2023)

## LAMPASAS PUBLIC LIBRARY

### NOVEMBER 2019

- Circulation** We circulated 4,556 items in November, which is down 21% from October (5,770). Beginning in November each year, our numbers go down. Then they start to pick up again in January, after the holidays.
- Door Count** The November door count (3,474) was down 50.4% from last month. The large drop was mostly due to BBQ for Books in October. The library was also closed for Veteran's Day as well as Thanksgiving.
- Internet Usage** Internet usage (428) was down 32.9% from October (638).
- Wifi Usage** We had 245 distinct clients use the public wifi in November, which is down 11.6% from October. There was an average of 15 users per day, down 28.6% from last month.
- Text Interactions** We communicated, via text messages, with 99 unique phone numbers in November, which is down 24.4% from October (131). We sent/received a total of 572 messages, which is down 26.1% from last month (774).
- November Programs** We offered 14 programs in November (vs. 12 in October), which included story times, How Pinteresting!, Cornelia Key Book Club, 42 Club, Lego Robotics, Spanish for Kids, Spanish 101, as well as a Diabetes Health Talk and "Maintain – No Gain" with Karen DeZarn.
- Program Attendance** Total attendance for November programs was 152, the same as October attendance.
- Upcoming Programs** December programs include the "Operation: Save Christmas!" Escape Room, a story time, Cornelia Key Book Club, How Pinteresting!, Spanish 101 (for adults), Spanish for Kids, 42 Club, and Books & Badgers.
- Sidewalks** City staff held a pre-construction meeting with the contractor on November 26. Hopefully the sidewalks will be completed soon.
- Museum Contest** The library will have an entry in the museum's annual Christmas Tree contest. The theme this year is "Gingerbread Jamboree." Ladies from the Library Board will take care of setup and take-down.
- Carol of Lights** The library will be represented again this year at the Carol of Lights. Mrs. Claus will be reading Christmas stories at My Girls/Yumm Again, and the children will get a gingerbread craft kit to take home.



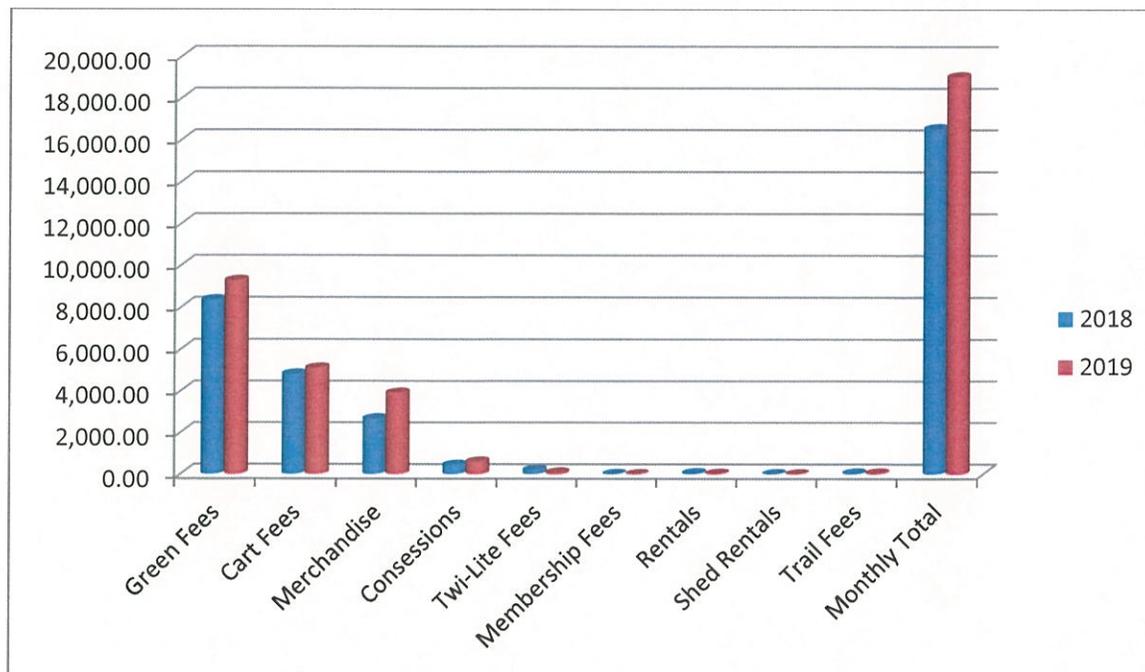
# Memo

**To:** Finley deGraffenied, City Manager  
**From:** Van Berry, Golf Course Manager  
**cc:** City Council Members  
**Date:** December 18, 2019  
**Re:** Monthly Report, November 2019

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- Normal daily and weekly mowing of the greens, tees, rough and fairways.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- The grounds crew finished mulching the leaves on the golf course.
- Power washed all the rental carts and checked the water in the batteries.
- With the help of the Electrical Department and their wench truck, we replaced the foot-valve on our irrigation system.
- Burned our brush piles while the burn ban was lifted.
- I received a notice from Yamaha Golf Cars that there was a possibility of faulty brake cables, they sent four mechanics from the main plant in Atlanta, Ga. and they replaced all the break cables in all 40-rental carts.

# Hancock Park G.C. November Revenue Comparison 2018 and 2019



# Memo



Municipal Court

To: Finley deGraffenried, City Manager, Honorable Mayor and City Council  
From: Lewann Turner, Court Clerk  
Date: Thursday, January 09, 2020  
Re: Monthly Report November 2019

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

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

New Cases	141
Convictions	63
Compliance Dismissals	16
Hrs. Community Service Completed	226
Total Dollar Amount CS	\$2,823.39
Waived for Indigency	\$0.00
Total Collected	\$24,510.86
Total kept by City	\$15,976.26

## CITY SECRETARY DEPARTMENT/ NOVEMBER 2019 MONTHLY REPORT

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Brief Monthly Overview of Department Employees:

### **Christina Marez, City Secretary/HR**

- Post Board and Committee meetings' agendas
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks, as well as annual Appreciation checks
- Coordinated the annual Employee Appreciation Dinner that was held on November 16 at Putters & Gutters
- Assist, as needed, with the Building & Planning Department
- Attend weekly Director's meetings; attended and took minutes of November 12 & 25 regular Council meetings
- Attended overview/presentation on of the Civic Clerk agenda program on November 21
- Completed the annual eminent domain reporting
- Prepared election calendar for required posting to begin in December for the May 2, 2020 General Election
- Processed (13) Open Records Requests; does not include those that Becky or Vicki may have responded to
- HR Department responsibilities, as well as City Secretary responsibilities

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

- Works with and supports the City Manager, City Secretary, Building Official and Directors on various projects as needed
- Building Department responsibilities, handles all Planning & Zoning responsibilities
- Prepares City Council Packets, Planning & Zoning and ZBA Packets
- Prepared and facilitated the Planning & Zoning Commission meeting held on November 7
- Attended the November 25 regular Council meeting
- Attended the Property Maintenance seminar on November 11-14 in San Antonio
- Attended overview/presentation on of the Civic Clerk agenda program on November 21

### **Vicki Tower, Assistant City Secretary**

- Assist the City Manager, City Secretary, Zoning Administrator, Building Official and Directors with daily operations
- Cross training in Human Resources; assists with Records Management
- Maintains Monthly Newsletter on City Website
- Prepares and posts LEDC, Parks & Airport agendas and minutes on websites, post City Council minutes on website upon Council approval.
- Handles the reservations and rentals of the Historic Hostess House, Hancock Park Pavilion and Ruth Eakin Outdoor Theater
- Maintains inspection and registration process for all City vehicles
- Attended & prepared minutes for the November 20 LEDC Board meeting and November 21 Parks & Recreation Board meeting
- Attended the November 12 regular Council meeting
- Attended overview/presentation on of the Civic Clerk agenda program on November 21

### **Ramon Canada, Custodian**

- Provided custodial services and minor maintenance to the City Administration Building, New Council Chambers, Municipal Court, Police Department and City Library.

### **Personnel Information-**

- 115 Fulltime positions & 16 Part-time positions; there are presently 4 F/T & 1 P/T vacancies: Development Services Director, Parks Maintenance Technician, Police Officer and Building Maintenance/Custodian. The 1 P/T vacancy is a Firefighter position.

To: Finley deGraffenried, City Manager  
From: Sammy Bailey, Chief of Police  
Date: December 16, 2019  
Ref: City Council November 2019 Monthly Report

Events we assisted or participated in during November: Football game security, Fall City Wide Garage Sale, Military Convoys, helped host a statewide training in Conroe, Lantern Lighting, Veteran's Day celebration, Reverse Raffle, Grace Thanksgiving Blessing-meal preparation and delivery.

The Lampasas Animal Shelter passed its annual state inspection.

Officer John Bowman had shoulder surgery due to an on-duty injury. He is doing well.

Cadets Nicholas and Cole are keeping up their grades and doing well in the Academy.

Dispatch has Marisa Moreno and Delana Fritz out of training. They are doing well and despite the stomach virus, flu, and other illnesses they are fully staff, at this time.

The entire department completed our online FEMA/ICS-100 and are working on completing our ICS- 200 and ICS- 700 before the end of December.

Rifle qualifications this month went without incident.

Sergeant Nick Roberts attended a training Conference reference Sex Offender laws and registration.

We are continuing to see increases in most of our statistics.

Did you know?

- A typical DWI arrest on average takes three to four hours for an officer to complete, from start to finish. We had an increase of 23 DWI's compared to 2018; thus far we have spent a minimum of 69 more hours processing DWI arrest. This is officer's time and does not include the Records processing once the report is finished.
- Persons in behavioral crisis take a minimum of one hour to make sure all is okay and we can leave them. We have several trained Mental Health Officers that provide the best assessment we can to determine if an Emergency Order of Detention is needed. If so, then we transport to a medical facility or facility of care and sometimes both, this can be extremely time consuming, always taking at least one officer off the streets until the person can be left in care without our presence. Our goal is for all patrol to have Mental Health Officer certificates.
- Open records request are on the rise and take a great deal of the Records Clerk's time to process. There have been 380 request, thus far this year. Depending on what is requested the request can take minutes to days to compile for the Attorney General Review and opinion or for the release. Copies of videos of body worn cameras and in car videos request will average a day and half or more for the release request to be processed.

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## City of Lampasas

## M E M O

To: Mayor and City Council  
From: Finley deGraffenried  
Re: Manager's Report  
Date: 8 January 2020

- Deer Trail** Rickie Roy reports that the City should receive the results of Bac-T tests for the recently installed Deer Trail water line by Monday. The line is installed and operational, but will not be placed into service before a negative result. The Deer Tail line represents one of the final Public Works projects identified in the 2016 CO.
- TxDOT** Some changes are in the works for the intersection of Central Texas Expressway and 4<sup>th</sup> Street. Sammy reports that, in response to feedback from Citizens and the City, TxDOT will be removing some of the crosswalk signals and changing the right turn signal for westbound 4<sup>th</sup> to a yield sign. Additionally, TxDOT will be moving the stop stripe on 4<sup>th</sup> Street at Key to the east as a stopgap for turning trucks. TxDOT is also in the process of reviewing other options to improve the intersection and address truck traffic.
- Auditors** Yvonne reports auditors will be in town beginning January 21 to conduct the final on-site portion of the FY 2019 audit. They will be here 4 to 5 days and sample checks and expenditures for compliance; and review fixed assets and depreciation. It is likely the auditors may recommend additional modifications or amendments as they complete the process.
- Ave C** Rickie reports the Ave C water line replacement, funded primarily through the Department of Agriculture, is nearing completion. The line is installed and contractor is completing approximately 60 taps on the line. During the bidding process, Council elected to fund the portion not eligible for CDBG funding to complete the portion between Key and Broad.
- Police Trainings** As part of their ongoing outreach program, Sammy reports that her department has been available to meet with Church groups on a number of topics including security, senior citizen scams and safety. Parishioners appear to be staying vigilant in light of State and National incidents, and the Police Department is assisting as needed and requested.
- Elections** The first day for filing for a place on the ballot for City Council is January 15. Seats currently being held by Chuck Williamson, Mike White and Cathy Kuehne are up for election. The deadline to file for a seat on Council is February 14 at 5:00 p.m. Election Day is May 2<sup>nd</sup>.

- WCID As mentioned previously, the Lampasas County WCID will be holding a seminar and presentation on the status, history and importance of the County's flood control dams on January 28<sup>th</sup> from 6:00 to 8:00 p.m. at the old Middle School cafeteria. Unfortunately, the event conflicts with the City's Board appreciation event, however; please feel free to encourage others to attend if you cannot. Presenters include members of the WCID Board, USDA and local historians. Light refreshments will be served.
- Form Survey Staff will be placing an item on the next Workshop agenda related to the requirement to conduct a form survey prior to pouring or constructing a structure foundation. The requirement would ensure setback distances are maintained, however; would also be an additional cost to the homeowner or developer. Our currently adopted code would allow the administrative requirement of the survey, however; staff defers to Council prior to implementation.
- Riding Club Staff will be placing an item on the next Workshop agenda regarding an update from the Lampasas County Riding Club. The Club, through a management agreement, acts as the caretaker and scheduler for the Arena at the 580 Sports Complex. Chris Eicher indicates the relationship between the Riding Club and the City has been good over the past year.
- Readers' Choice Staff is pleased to announce that Mandy Walsh has been voted the best City Employee by readers of the Lampasas Dispatch. Previous winners were Curtis Windham and Bessie White. Please take the time to congratulate Mandy on her well-deserved recognition.

**IMPORTANT DATES**  
**GENERAL ELECTION – CITY COUNCIL MAY 2, 2020**

January 15, 2020	First day for filing application for place on ballot in the City Secretary’s office.
February 14, 2020	Deadline to file application for place on ballot <b>(Must be received by 5:00 p.m.)</b>
February 21, 2020	Last day for candidate to withdraw <b>(Must receive in writing by 5:00 p.m.)</b>
February 24, 2020	Drawing for place on ballot at 10:00 a.m. in City Hall, City Secretary’s Office.
April 2, 2020	Last day for submitting voter registration application in time to vote at the election on May 2 <sup>nd</sup> . & Due date for filing 1 <sup>st</sup> report of campaign contributions and expenditures. (Candidate/Officer (Form C/OH) report due)
April 20, 2020	Early voting by personal appearance begins at the Elections Administrator’s Office, 407 S. Pecan, between the hours of 8 a.m. and 5 p.m., Monday – Friday. Tuesday, April 21, 2020 and Tuesday, April 28, 2020, Early voting by personal appearance will run from 7 a.m. until 7 p.m.
April 24, 2020	Due date for filing 2 <sup>nd</sup> report of campaign contributions and expenditures. (Candidate/Officer (Form C/OH) report due)
April 28, 2020	Last day to vote early by personal appearance.
<b>May 2, 2020</b>	<b>ELECTION DAY - 7 a.m. to 7 p.m.</b>
May 11, 2020	Official canvass of returns and oaths of office by the newly elected officers. <b>(Date subject to change; All candidates will be notified if change is made.)</b>
July 15, 2020	Semi-annual statement of campaign contributions and expenditures by candidates and officeholders due (Form C/OH).



THE SILENT PROTECTORS OF THE  
CITIZENS OF LAMPASAS

# SULPHUR CREEK FLOOD CONTROL STRUCTURE SEMINAR

JANUARY 28, 2020

6:00 PM TO 8:00 PM

OLD LAMPASAS MIDDLE SCHOOL CAFETERIA

For over 60 years, Lampasas County WCID #1 has maintained 9 flood control structures surrounding our community. These dams have protected us through many potential flood events.

Join us to learn about the history and future needs of these protectors.

LIGHT REFRESHMENTS SERVED

For more information, please visit:

[www.lampasasriver.org](http://www.lampasasriver.org)

LAMPASAS COUNTY  
**WCID1**

  
**City Manager**ITEM NO. 7.1

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

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**Subject:**

Discussion and possible action regarding amendment of the Regular City Council Meeting Time by Resolution of the City of Lampasas City Council.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 8, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item is placed on the workshop agenda as follow up to the December 9, 2019 meeting to discuss and consider approval of a Resolution to start the regular session at 6:00 p.m.

Currently regular meetings consist of workshop beginning at 5:30 p.m. and regular session beginning at 7:00 p.m. Council determines the time and location of meetings; generally by Resolution or Ordinance, however; Council may consider a change in format by motion. Council may continue to manage meetings-allowing breaks, modifying the order of business, and conducting closed session- in the best interest of time and efficiency.

**Recommendation:**

To consider a motion to approve amending the start time of the Regular City Council meeting time to 6:00 p.m. by Resolution of the City of Lampasas City Council.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF LAMPASAS  
TO AMEND THE CITY COUNCIL REGULAR MEETING START TIME**

**WHEREAS**, the City Council of the City of Lampasas, Texas currently calls the Regular Session to order at 7:00 p.m.;

**WHEREAS**, the City Council has determined that it would be more beneficial to Citizens, Council and Staff to begin the Regular Session immediately following the Workshop Session;

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Lampasas, Texas amends the Regular Session start time to 6:00 p.m. by this Resolution as stated in the Home Rule Charter for the City of Lampasas Section 2.09 Meetings of the Council

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Misti Talbert, Mayor

**ATTEST:**

\_\_\_\_\_  
Christina Marez, City Secretary

  
**City Manager**ITEM NO. 7.2

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

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**Subject:**

Discussion and possible action regarding approval of the first reading of an Ordinance to amend the City of Lampasas Fee Schedule in the Lampasas Code of Ordinances, specifically pertaining to building permit fees, curb cut fees and tap fees.

Requested By: Becky Sims, Assistant City Secretary/ Zoning Administrator

Submitted By: Becky Sims, Assistant City Secretary/ Zoning Administrator

Date Submitted: January 8, 2020

For the Agenda of: January 13, 2020

**Procurement and Funding Statement:**

Attachments: Fee Schedule, Ordinance, Sample of Fee Comparison

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**Summary Statement:**

This item was brought before Council at the December 9, 2019 meeting. Due to HB 852 Residential building permit fees can no longer be based on the value of the dwelling, or cost to improve the dwelling. As a result the fee structure pertaining to those items affected were evaluated and brought before Council with recommended fees for those items. At the request of Council this item has been placed on the Workshop Agenda to discuss how staff researches and evaluates fees. During this time Staff also took the opportunity to review the fee schedule in its entirety. Staff is requesting to update the tap fees and would like to add back in the curb cut fee that was omitted in error when the fee schedule was updated in July 2018.

**Recommendation:**

To consider a motion to approve the first reading of an Ordinance to amend the City of Lampasas Fee Schedule in the Lampasas Code of Ordinances, specifically pertaining to building permit fees, curb cut fees and tap fees.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, RATIFYING THE CITY'S PRIOR ADOPTIONS AND AMENDMENTS TO APPENDIX "A" OF THE CODE OF ORDINANCES; SETTING FY 2019-2020 FEES AND CHARGES FOR VARIOUS CITY SERVICES, AND CONSOLIDATING CITY FEES AND CHARGES FOR CONVENIENCE; AMENDING VARIOUS EXISTING CITY ORDINANCES RELATED TO CITY FEES AND CHARGES; PROVIDING A SEVERANCE CLAUSE AND AN EFFECTIVE DATE.**

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**WHEREAS**, in the past, the City of Lampasas has adopted numerous ordinances that provide for various fees and charges that are subject to change, from time to time; and

**WHEREAS**, the City has determined that it is appropriate to set the City's FY 2019-2020 fees and charges, as detailed herein below; and

**WHEREAS**, the City has further determined that it would be convenient to consolidate the City's fees and charges into a single ordinance that can be accessed, reviewed and amended as needed, from time to time; and

**WHEREAS**, the City has determined that the fees and charges specified herein are reasonable, necessary, fair and designed to fund the various activities to which they pertain; and

**WHEREAS**, the City has determined that the fees and charges set forth herein will promote the health, safety, and welfare of the citizens of Lampasas and are, therefore, in the best interest of the City; and

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

**Section I. Fees, Charges and Rates Imposed**

The City hereby adopts the Fee Schedule attached as Exhibit "A" hereto and imposes the fees and charges set forth therein upon the services, activities, events, materials, property use(s), and supplies that are described therein. These fees, charges and rates shall be collected by the City in accordance with Appendix "A" and the ordinances that pertain to each event, activity material or property use. In the event of a contradiction between the specific ordinances and Appendix "A", the amounts set forth in Appendix "A" shall control.

**Section II. Prior Existing Ordinances Amended**

Each previously adopted City ordinance that originally provided for a fee, charge, or fine that is detailed on Exhibit "A", is hereby amended to reflect the updated pertinent information, as shown on Exhibit "A" and as will be formally codified in the City's Code as Appendix "A" Fee Schedule.

**Section III. Waive and Modification Clause.**

The City Manager is authorized to waive and modify any fee or charge set forth in the Appendix "A" - Fee Schedule when such waiver or modification is determined by the City Manager, in his sole discretion, to have a public purpose and be in the best interest of the City of Lampasas, Texas.

**Section IV. Providing for Severability.**

It is hereby declared to be the intention of the City that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared invalid by any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the City Council without incorporation in this Ordinance of such invalid phrase, clause, sentence, paragraph, or sentence.

**Section V. Conflicting Ordinances.**

This Ordinance supersedes and repeals all ordinances or parts of ordinances, if any, in conflict herewith; however, such currently existing ordinances shall remain in full force and effect until the effective date of this Ordinance.

**Section VI. Effective Date.**

This Ordinance shall be effective on March 1, 2020, or after publication of its caption in the *Lampasas Dispatch Record*, if so required by State Law and the Lampasas Home Rule Charter.

READ and APPROVED on First Reading on the \_\_\_\_\_ day of January 13, 2020.

READ and ADOPTED on Second Reading on the \_\_\_\_\_ day of January 27, 2020.

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

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**SUBJECT:**

**SELECT AND ANNOUNCE POSSIBLE WINNER OF WEB SITE PHOTO CONTEST ENTRY.**

REQUESTED BY: Monica Wright, Director of Information Systems

SUBMITTED BY: Monica Wright, Director of Information Systems

DATE SUBMITTED: January 2, 2020 FOR THE AGENDA OF: January 13, 2020

Expenditure Required: \$0.00

Available Funding: \$0.00

Attachments: Memo and December photo contest entries

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**SUMMARY STATEMENT:**

The contest winner, if selected, will receive a City of Lampasas recyclable grocery tote and posting of their photo on the website.



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**RECOMMENDATION:**

Staff would like to make the recommendation that you take into consideration the photo contest rules that state: "Any photos that tell part of the story or show the area of the city of Lampasas are eligible. Only photos taken within the city of limits of Lampasas will be considered. Buildings, landscapes, events and other City related scenes are all acceptable. Inappropriate material will be rejected. Pictures showing nudity or that are not viewable by a general audience are considered inappropriate. This is a photo contest. All images must be original photographs. The photo must have been taken by the contestant or a family member and all rights to the photo must be the property of the contestant or that family member. Digitally enhanced photos are acceptable. Any photo complying with the rules can be the monthly winner. The monthly winner is chosen by the City Council of the City of Lampasas. Winners receive a City of Lampasas recyclable grocery tote and posting of the photo on the City of Lampasas web site. Entries will be judged on visual appeal, color, content, and composition. Your photo can be taken with any type of camera, but we would prefer images converted to digital format (.jpg.) One photo entry per person per month."

## Entry 1

Lupe Charping

[charping2003@hotmail.com](mailto:charping2003@hotmail.com)

“Our Beautiful Springs” was taken at Hancock Springs in Lampasas, TX.



## Entry 2

**Susan Croll Zegub**

[croll.susan@yahoo.com](mailto:croll.susan@yahoo.com)

“God’s Beauty Over Lampasas” was taken at W.M. Brook Park in Lampasas, TX.



### Entry 3

Tamsyn Creek  
[tamsyncreek@gmail.com](mailto:tamsyncreek@gmail.com)

“All is calm, all is bright” was taken at W.M. Brook Park at Christmas on the Creek in Lampasas, TX.

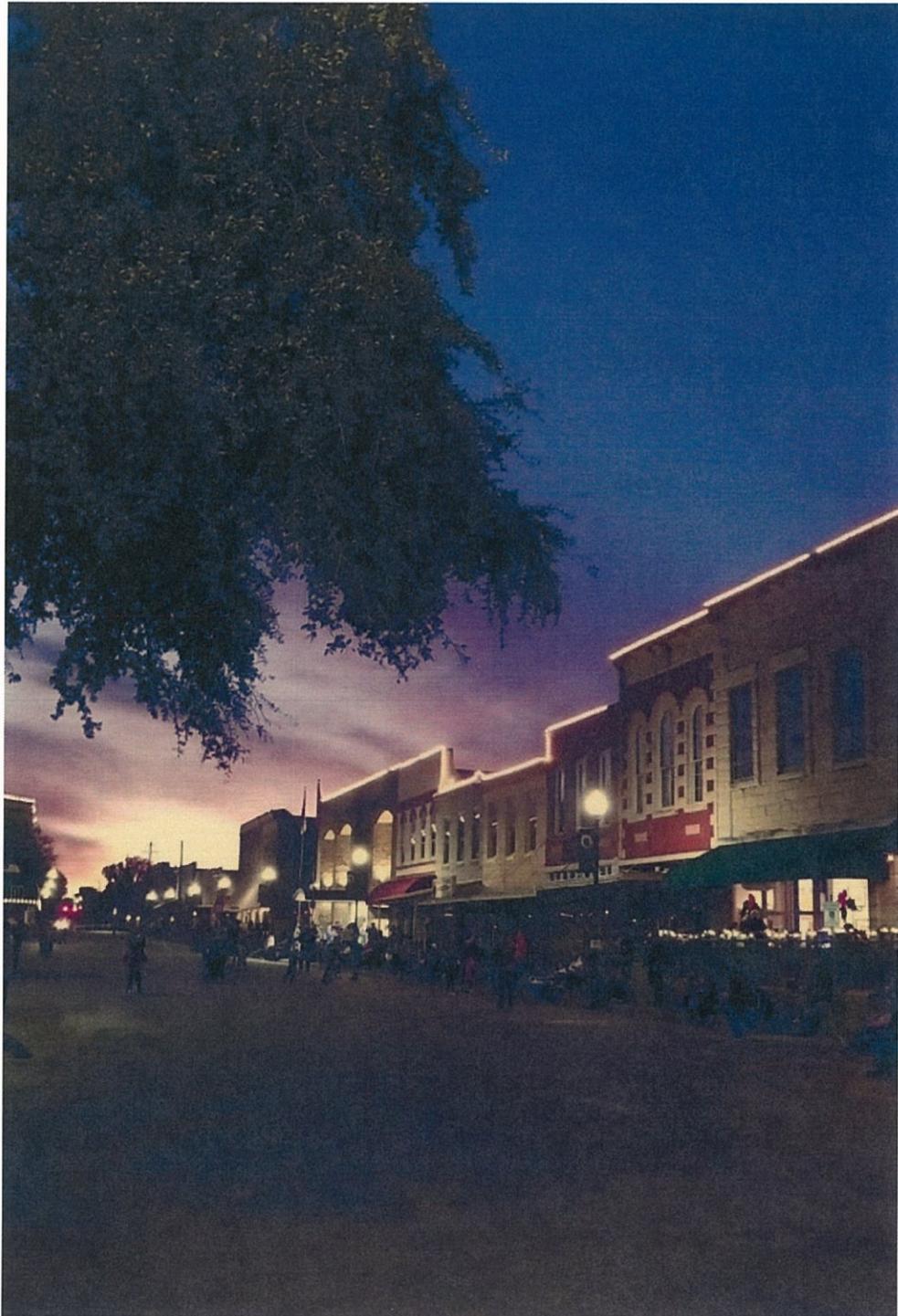


## Entry 4

Ericka Phillips

[ephillips3@gmail.com](mailto:ephillips3@gmail.com)

“Third Street Colors” was taken looking west on the corner of Pecan and 3<sup>rd</sup>, on the night of the Christmas parade, 12/7, 19, right at sunset in Lampasas, TX.

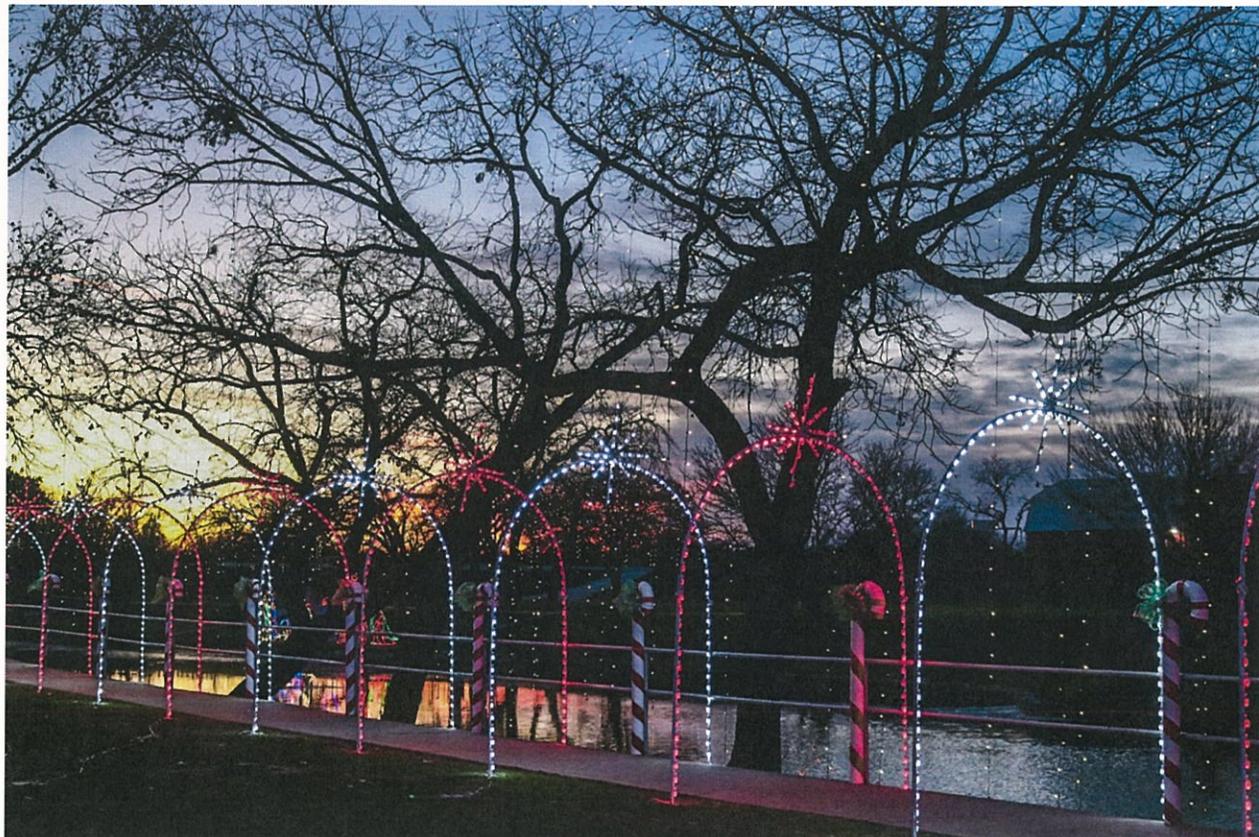


## Entry 5

Candice Goggans

[candicemarieg30@gmail.com](mailto:candicemarieg30@gmail.com)

“Christmas Time in the Park” was taken at W.M. Brook Park in Lampasas, TX.



## Entry 6

**Taylor Holloman**

[tayholloman@gmail.com](mailto:tayholloman@gmail.com)

“Pawsitively Merry and Bright” was taken at W.M. Brook Park in Lampasas, TX.

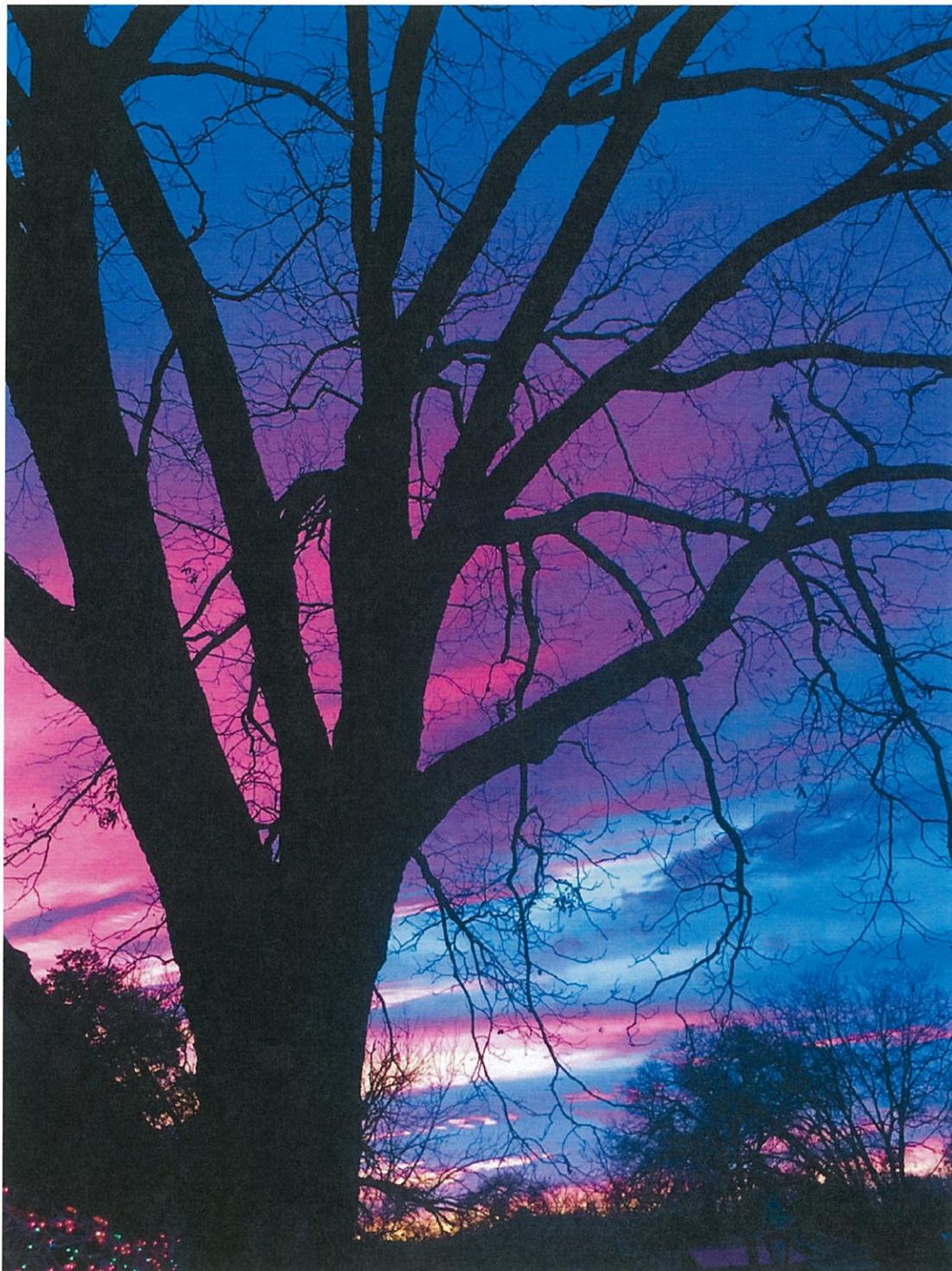


## Entry 7

Ashlee Cain

[diamondeveess512@gmail.com](mailto:diamondeveess512@gmail.com)

“Final Saturday Sunset of the Decade” was on West Avenue A in Lampasas, TX.



  
**City Manager**

ITEM NO. 7.4

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

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**Subject:**

Discussion and updates regarding Comprehensive Plan

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 8, 2020

For the Agenda of: January 13, 2019

**Procurement and Funding Statement:**

Attachments: Half Progress Report

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**Summary Statement:**

This item has been placed on the agenda to recap progress made thus far in compiling data for the Comprehensive Plan and the next steps. The attached report indicates the process is approximately 50% complete with work identified in coming month for future direction and implementation steps. Staff will review status and seek Council input on future meetings and chapter review.

**Recommendation:**

Discussion and direction only.



January 7, 2020

Finley DeGraffenried, City Manager  
 City of Lampasas  
 312 E Third Street  
 Lampasas, TX 76550

RE: Progress Report for the Lampasas Comprehensive Plan

Dear Mr. DeGraffenried:

I am pleased to submit the **Progress Report No. 7** for the above referenced project. This report covers the **period of November 13 through December 15, 2019** and corresponds with Invoice No. 10032390 (attached). Our professional services agreement was authorized by the signature of the City Manager on May 1, 2019.

This progress report is prepared in the form of a brief letter to describe the project status and document significant work accomplished during this report period. Based on our discussions on November 15, 2019, this report includes proposed adjustment to the project schedule based on the fact that the CPAC was not available to meet at a planned December date to continue the visioning exercises for the Future Land Use and Thoroughfare Plans.

Deliverables and Meetings	Meeting or Due Date	Status
<b>Project Initiation Meeting</b>	05-08-19	✓ Complete
- WebEx videoconference		
Deliverables:	05-29-19	✓ Complete
- Preliminary project and kick-off schedule		
- Halff GIS and information request form		
- Stakeholder Invite Form		
<b>Meeting Group No. 1</b>	06-19-19 to	✓ Complete
- Key person interdepartmental staff interviews	06-20-19	✓ Complete
- City tour with staff		✓ Complete
- 5 stakeholder meetings		✓ Complete
- Halff field reconnaissance		✓ Complete
Deliverables:		
- Draft survey and flyer	07-18-19	✓ Complete
- Release of Survey	08-09-19	✓ Complete
- Chapter 1, Plan Introduction and Demographics/ Preliminary Plan template	08-13-19	✓ Complete
<b>Meeting Group No. 1a (Additional Meeting)</b>	08-28-19	✓ Complete
- 2 stakeholder meetings		✓ Complete
- CPAC (Advisory Committee Meeting # 1)		✓ Complete
<b>Meeting Group No. 2</b>		
- "Open House" Public Workshop (Advisory Committee Meeting #2)	08-29-19	✓ Complete
Survey closed	09-16-19	✓ Complete
Deliverables:		✓ Complete
- Survey results	09-19-19	
<b>Meeting Group No. 3</b>		
- CPAC (Advisory Committee Meeting # 2)	10-22-19	✓ Complete
o Demographic and Socioeconomic Trends		
o Early Public Engagement Results		
o Preliminary Vision and Strategic Direction		

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 AUSTIN, TX 78729

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 FAX (512) 252-8141

WWW.HALFF.COM

Deliverables and Meetings	Meeting or Due Date	Status
Deliverables:		
- Technical Plan:	10-22-19	√ Complete
o Chapter 1, <i>Introduction</i>		√ Complete
o Chapter 2, <i>Existing Conditions</i>		√ Complete
Deliverables:		
- Technical Plan:	01-16-20	
o Vision Statement, Goals and Objectives		
o Chapter 3, <i>Community Engagement</i>		
o Chapter 4, <i>Community Vision</i>		
- Future Lampasas – Overview of recommendations for Plan elements		
<b>Meeting Group No. 4</b>		
- CPAC (Advisory Committee Meeting # 3)	01-21-19	
- City Council and Planning & Zoning Commission Mid-Point Briefing		
Deliverables:		
- Technical Plan:	02-24-20	
o Chapter 5: <i>Future Directions</i>		
o Chapter 6: <i>Plan Implementation (minus prioritization)</i>		
<b>Meeting Group No. 5</b>		
- CPAC (Advisory Committee Meeting # 4)	03-03-20	
o <i>Overview of Final Plan</i>		
Deliverables:		
- Technical Plan:	03-20-20	
o <i>Revised chapters per comments</i>		
<b>Meeting Group No. 6</b>		
- CPAC (Advisory Committee Meeting # 5), Planning & Zoning Commission, and City Council joint workshop	04-16-20	
o <i>Overview of Draft Plan</i>		
o <i>Prioritization Exercise</i>		
Deliverables:		
- Public Hearing Draft	04-28-20	
- Completed Draft Summary Plan		
<b>Meeting Group No. 7</b>		
- Public Hearing with Planning and Zoning Commission	05-12-20	
- Recommendation to City Council		
Deliverables:		
- List of P&Z comments / recommendation on the Public Hearing Draft	05-15-20	
- Draft adoption resolution		
<b>Meeting Group No. 8</b>		
- City Council Consideration of adoption	TBD	Half not anticipated to be in attendance
Final Deliverables		
	2 weeks after adoption	

### Project Work/Activity

Project work accomplished and coordination conducted during the report period included the following activities:

### *Dec 2019*

12-13-19 Kimberly sent you and Becky a message asking if it would be possible to hold our next CPAC Meeting on 1/21/20. Becky replied via email that she had reached out to CPAC members about 1/23/20, but that Finley would be available the week of January 6 to discuss next steps. Kimberly asked if it would be possible to confirm the 1/21/20 date before Christmas but did not receive a reply at that time.

### *Nov 2019*

11-26-19 We prepared a revised project schedule based on the November 15 discussion and submitted it with the November 2019 Progress Report accompanying our monthly bill.

11-15-19 Kimberly, you, and I had a conference call to discuss various aspects of the project. We tentatively decided to explore the feasibility of holding the next CPAC meeting on January 21 or 23<sup>rd</sup>. Due to the delay in CPAC meeting schedule, we inquired about the possibility of delaying the overall completion of the project by a month or two. You indicated that the City would defer to us. We also discussed our proposed approach to the thoroughfare plan. We decided that we would prepare a draft thoroughfare plan in coordination with you and bring that to the CPAC for their review (in association with the next CPAC meeting) at the same time as their review of the Future Land Use Plan. Finally, you indicated that you would get us your comments next week and did not anticipate any additional comments from others outside of the proposed timeframe.

11-05-19 Kimberly and I had a progress update call with you and Becky. We reviewed preliminary results of Public Engagement and extended the date for Ch. 2 comments and feedback to 11/15. There has been no feedback from CPAC as of yet, and you indicated your comments would be forthcoming soon. You indicated that Dec. 10 or 12<sup>th</sup> would be the best dates for you for the next CPAC meeting. We will confirm the best date and send out the invitation after our next call.

### **Upcoming Work / Activities**

During the next reporting period, Halff will finalize edits on Chapter 2, prepare the first draft of Chapter 3 to include the results of the CPAC vision workshop on 10/22/2019 and present a copy of Chapter 3 to staff for review before the tentatively scheduled **January 21, 2019 CPAC Meeting**. Based upon our discussion with you on 11/15, we will also prepare a draft thoroughfare plan in coordination with you and bring that to the CPAC for their review (in association with the next CPAC meeting) at the same time as their review of the Future Land Use Plan.

### **Completion and Budget Status**

Based on our existing contract, Halff was authorized \$120,000 to complete the Lampasas Master Plan Update project. As of the date of this progress report and invoice, the **work on the overall project is approximately 50.68 percent complete**. As shown on the associated invoice, the actual costs incurred during this reporting period include **\$6,203.50 of new charges**, out of a total fee earned to date of \$60,819.65. Previous payments by the City equals \$ 54,616.15, **meaning the current amount now due is \$6,203.50**.

If you have any questions about this progress report or the accompanying invoice, please feel free to call me at any time. I appreciate the opportunity to provide professional services to the City of Lampasas to complete this important project.

Respectfully submitted,

HALFF ASSOCIATES, INC.

*Matt Bucchin*

Matt Bucchin, AICP, LEED-Green Associate  
Director of Planning

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