

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, January 27, 2020
5:30 p.m. Special Session
6:00 p.m. Regular 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 27, 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:

1. Section 551.076 Deliberations regarding security devices or security audits (1) the deployment, or specific occasions for implementation, of security personnel or devices; or (2) a security audit

SPECIAL SESSION

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

WORKSHOP SESSION

1. Call to order Workshop Session
2. Discussion regarding amending the landscaping ordinance or creating a Tree Preservation Ordinance for the City of Lampasas (*pgs. 5-18*)
3. Discussion and presentation of the 4th quarter report by the Chamber of Commerce (*pgs. 19-54*)
4. Discussion and updates from the Lampasas Riding Club relating to the 580 Sports Complex Riding Arena. (*pgs. 55-60*)

5. Discussion regarding including Form Survey to new construction inspection process. *(pgs. 61-62)*
6. Discussion regarding 2020 City Council Work Plan Workshop *(pgs. 63-70)*
7. Discussion regarding any item on the regular agenda
8. Adjourn Workshop Session

REGULAR SESSION 6:00 p.m.
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ANNOUNCEMENTS

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

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

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on January 13, 2019.	71-82

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the approval of the second 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	83-86

4.0	BOARDS/DEPARTMENT REPORTS	N/A
4.1	<ol style="list-style-type: none"> 1. Police Department Monthly Report 2. Utility Billing and Collections Monthly Report 3. Public Works Monthly Report for Electric, Streets, Water/Wastewater 4. Building Official Monthly Report 5. Economic Development Monthly Report 6. Fire Department Monthly Report 7. Parks and Recreation Monthly Report 8. Information Systems Monthly Report 9. Library Monthly Report 10. Golf Course Monthly Report 11. Municipal Court Monthly Report 	87-116

	12. City Secretary Monthly Report	
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • Sanitation Contract • WCID • Outdoor Burning • LEDC • IT Office • Comp Plan • Cooper Spring • Kick-Off Meetings • Free Chlorine 	117-118
5.2	MAYOR'S COMMENTS	N/A

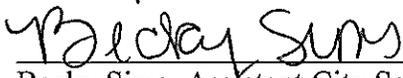
6.0	UNFINISHED BUSINESS	N/A
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7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding the Chamber of Commerce 4 th Quarter Report	119-120
7.2	Discussion and possible action concerning the first reading of an Ordinance calling for a General Election to elect the expired terms of Council members Places Three, Four and Five for the City Council of the City of Lampasas, Texas to be held on the 2 nd of May, 2020; providing for polling times and places; providing for early voting; and providing for bilingual election materials.	121-124
7.3	Discussion and possible action regarding an agreement with the County for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 2, 2020 General Election.	125-142
7.4	Discussion and possible action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas.	143-146
7.5	Discussion and possible action regarding the award of a quote to Core & Main in the amount of \$140,000.00 for the purchase of 676 Neptune radio read water meters.	147-150
7.6	Discussion and possible action regarding a Resolution expressing support for the Annual Spring Ho Festival, establishing a time schedule and authorizing City participation.	151-158
7.7	Discussion and possible action regarding a Resolution nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation.	159-162

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 24 day of January 2020 at

2:25pm



 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**

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 27, 2020

Procurement and Funding Statement:

N/A

Attachments: Landscape Requirements

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.

Landscaping

City of Lampasas

13 January 2020

Discussion

- Review Highlights of Landscape Requirements
- Discuss Approaches to Update or Revise Landscaping and Tree Preservation Policies
- Seek Council Input and Direction in Formulating Policy

Current Ordinance

- Non-Residential
- Applies to new development or projects that exceed 30% of current floor plan
- No permits issued until landscaping plan is submitted and approved by Building Official
- No CO is issued (with some defined exceptions) until landscaping is in place
- Requirements of the Landscaping Plan are specified
- Plan can be prepared by design professional, Landscape Architect or Landscape Contractor

Current Ordinance

- Standards for materials and installation are outlined
- Open spaces > 10 sq. feet are required to have irrigation
- Credit is given to preserving trees from landscape requirements
- Trees greater than 8" caliper may not be cut until approved as part of the site plan
- Landscape requirements based on street frontage in feet, and as a % of "yard"
- Parking lot landscaping specified

Current Ordinance

- Trees being maintained on the site may be required to be protected
- Allowance to reduce landscaping for visibility obstruction is defined
- Requirement to maintain landscaping and replace trees if needed

Current Ordinance

- No guidelines, or conditions referenced, for preserving trees
- No findings or guidelines that would require the permit to be denied
- Intention is to emphasize the importance of landscaping, and to provide guidelines for new plantings

Levels of Complexity

- Expertise
- Appointed Oversight
- Processes
- Staff Resources

Approach and Feedback

- Incentive, Performance Based
 - Parking
 - Set-back requirements
- Regulatory
 - Scope of Project
 - Mitigation

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-3

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

Subject:

Discussion regarding Lampasas County Chamber of Commerce & Visitor Center 4th Quarter Report.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: January 21, 2020

For the Agenda of: January 27, 2020

Procurement and Funding Statement:

Annual HOT Fund Operating Budget for Chamber of Commerce & Visitors Center

Attachments: Quarterly Report

Summary Statement:

Lampasas County Chamber of Commerce & Visitor Center is requesting reimbursement in the amount of \$11,349.66 for their 4th Quarter Report. Melissa Unger will be in attendance to present the quarterly report and answer any questions.

Recommendation:

Discussion only.

Lampasas County Chamber of Commerce & Visitor Center											
Hotel Motel Budget											
October 2018 - September 2019											
Balance Sheet: (Encumbered Funds) *Reimburse General Fund Account											
Expense:	Description	Projected Budget	Amount Funded	1st Quarter Draw	Balance	2nd Quarter Draw	Balance	3rd Quarter Draw	Balance	FINAL DRAW	Balance
Administrative Fee	Portion of budget to be used for all staff salaries. 40% of Total Annual Salaries.	\$ 72,000.00	\$ 32,800.00	\$ 5,659.33	\$ 27,140.67	\$ 7,584.20	\$ 19,556.47	\$ 7,833.94	\$ 11,722.53	\$ 7,167.88	\$ 4,554.66
Visitor Center Seasonal Staff	May through December on Saturdays, 10am-4pm.	\$ 1,914.00	\$ 1,914.00	\$ 593.26	\$ 1,320.74	\$ 80.35	\$ 1,240.39	\$ 593.60	\$ 646.79	\$ 502.17	\$ 144.62
Lampasas Promotions	Tourism Ads Placed in Publications Outside The immediate zip codes (76550, 76539, 76853).	\$ 1,914.00	\$ 1,914.00	\$ 1,709.37	\$ (1,709.37)	\$ 1,061.00	\$ (2,770.37)	\$ 1,710.98	\$ (4,481.35)	\$ 866.00	\$ (5,347.35)
Visitor Center Brochures	Funding approval as quotes come in Hill Country Magazine 101 Fun Things The Hills Texas Press Texas Highways Attached: Texas Travel Counts And Hotel Totals	\$ 6,349.00	\$ 2,500.00	\$ 428.45	\$ 2,071.55	\$ 525.34	\$ 1,546.21	\$ 406.08	\$ 1,140.13	\$ 398.82	\$ 741.31
Copier / Copies	Used for producing printed materials to promote the Lampasas Community.	\$ 1,000.00	\$ 400.00	\$ 103.66	\$ 296.34	\$ 101.66	\$ 194.68	\$ 93.04	\$ 101.64	\$ 33.78	\$ 67.86
Postage	PO Box and Bulk Mail Dues. Postage Dues to mail relocation packets, travel information and other material requests.	\$ 1,200.00	\$ 500.00	\$ 185.83	\$ 314.17	\$ 102.81	\$ 211.36	\$ 227.42	\$ (16.06)	\$ 168.62	\$ (184.88)
General Supplies	Bags, paper, envelopes, etc. to be used for the distribution of tourism and information.	\$ 3,408.00	\$ 1,363.20	\$ 560.00	\$ 803.20	\$ 390.40	\$ 412.80	\$ 352.80	\$ 60.00	\$ 352.80	\$ (292.80)
Website	Visitor Center and Chamber of Commerce website and mobile app. hosted by Chamber Masters. See Attached Reports	\$ 3,552.00	\$ 1,420.80	\$ 267.01	\$ 1,153.79	\$ 126.86	\$ 1,026.93	\$ 394.28	\$ 632.65	\$ 135.48	\$ 497.17
Phones & Internet	40% of the daily phone calls and emails are tourism and visitor center related.	\$ 2,833.00	\$ 1,133.20	\$ 316.49	\$ 816.71	\$ 331.15	\$ 485.56	\$ 283.54	\$ 202.02	\$ 357.30	\$ (155.29)
Utilities	40% of the total expenses for electric, water, and trash to operate the Visitor Center.	\$ 4,785.00	\$ 1,914.00	\$ 838.38	\$ 1,075.62	\$ 652.19	\$ 423.43	\$ 183.01	\$ 240.42	\$ 896.61	\$ (656.19)
Building	40% of the total expenses for Maintenance & Insurances.	\$ 907.00	\$ 907.00	\$ -	\$ 907.00	\$ 415.00	\$ 492.00	\$ -	\$ 492.00	\$ 170.00	\$ 322.00
Annual Visitor Center Dues	Texas Assoc. Dues (TTIA/TCCE/THLA/TACVB)	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 700.00	\$ (400.00)	\$ -	\$ (400.00)	\$ -	\$ (400.00)
Hill Country Trail Region	Membership in the Hill Country Trail Region and travel to meetings.	To Be Funded Through HOT									
Tourism Conferences	Registration for Texas Travel Tourism Seminars and the TACVB Tourism Marketing Seminar and Visitor Bureau training.										
Apply for funding											
TOTAL FUNDING REQUEST		\$ 98,248.00	\$ 45,152.20	\$ 10,661.79	\$ 34,490.41	\$ 12,320.83	\$ 22,169.58	\$ 12,078.69	\$ 10,090.89	\$ 11,349.66	\$ (1,258.76)

RECIPT EXPLANATION

(July-Aug.-Sept.)

<u>Expense</u>	<u>Amt.</u>	<u>%</u>	<u>Reimbursed Amt.</u>	<u>Notes</u>
New Logo	\$300.00	100%	\$300.00	City Council Approved
Lampasas Promo	\$866.00	100%	\$866.00	Visitor Guides
Copier/s	\$997.05	40%	\$398.82	N/A
Postage	\$84.45	40%	\$33.78	N/A
Supplies	\$422.06	40%	\$168.82	Removed Event Costs
Website	\$882.00	40%	\$352.80	N/A
Phone/Int.	\$338.70	40%	\$135.48	N/A
Utilities	\$893.26	40%	\$357.30	N/A
Building	\$2,241.52	40%	\$896.61	A/C Reimb. For Labor Ins.- Bldg. & Liab.(-) event costs
<u>Dues</u>	<u>\$170.00</u>	<u>100%</u>	<u>\$170.00</u>	<u>N/A</u>

QUARTERLY STATUS REPORT

Lampasas County Chamber of Commerce & Visitor Center
 205 South Hwy 281
 PO Box 627
 Lampasas, Texas 76550

CHAMBER OF COMMERCE & VISITOR CENTER OVERVIEW (JULY 1 – SEPT. 30, 2019)

WEBSITE VIEWS	
PER MODULE	BUSINESS DIRECTORY: 23210 EVENTS: 30479 COUPONS: 577 JOBS: 339 INFO. REQUESTS: 540 NEWS: 127 WEATHER: 90 MEMBER SIGNUP: 452 MARKETPLACE: 0 SPONSORS: 18099
SOCIAL MEDIA	FACEBOOK: 2949 TWITTER: LINKEDIN: 325 PINTEREST: REFERRAL KEY
MEMBERSHIP REFERRALS/RELOCATION	CURRENT: 311 /GROWTH RATE: 2.24% (Gained 8) DECLINE: 6.44% (Lost 23) MEMBER REFERRALS: 205 RELOCATION PACKETS/BROCHURE REQUESTS: 24
VISITOR CENTER BUDGET	SEE ATTACHED STATEMENTS
VISITOR CENTER TRAFFIC	INSTATE: 2167 OUT OF STATE: 58
OCCUPANCY RATES	HOTELS: BW Plus- Submitted BED & BREAKFASTS: N/A RV PARKS/CAMPGROUNDS: N/A

EVENTS OVERVIEW

CHAMBER EVENTS

Senator Dawn Buckingham Meet & Greet- Wed. July 3rd @ Chamber Office, New Beginnings Restoration of Hope Resource Center Ribbon C.- Mon. July 8th @ Business, Brad Buckley Ribbon Cutting- Lampasas Office- Wed. July 10th @ Courthouse, CASA for the Highland Lakes Training- Wed. July 17th @ Chamber Office, Buena Vista Wildlife Safari & RV Park- Thurs. July 18th @ Business, Workforce Solutions Grand Opening & RC- Tues. July 23rd @ Business, Edward Jones Coffee Club- Thurs. July 25th @ Chamber Office, West Oaks Scamming Seminar- Wed. Aug. 14th @ Business, Triad HR Consulting Lunch & Learn- Thurs. Aug. 15th @ Chamber Office, Interlude Spa Grand Opening- Fri. Sept. 13th @ Business, Lampasas Car Care Re-Grand Opening- Wed. Sept. 25th @ Business, YoungLife Banquet- Mon. Sept. 30th @ Infinity X2.

COLLABORATIVE EVENTS

Toughest 10k Race- July 13, 2019- Lampasas Golf Course/In-Town
 "Hot As Hell" BBQ Cook-Off- July 12-13, 2019- Cooper Springs Nature Park
 Lampasas Wine Tour- Sept. 28, 2019- Lampasas County Chamber & Visitor Center- Local Lampasas County Wineries

WHAT'S NEXT?

National Night Out	Mon. Oct. 1 st @ HEB Parking Lot
Yoga Body Ribbon Cutting	Fri. Oct. 4 th - Downtown @ Business
Realtor/Bank Assoc. Training	Tues. Oct. 8 th @ Chamber Office
Circus- Kiwanis	Wed. Oct. 9 th - Downtown
Artoberfest	Sat. Oct. 12 th @ Hannah Springs Sculpture Garden
Texas Workforce Services Training	Tues., Oct. 15 th @ Chamber Office
Edward Jones – New Office Ribbon Cutting- Jeyde	Fri., Oct. 18 th @ Edward Jones Office

Comprehensive Planning Meeting	Tues. Oct. 22 nd @ Hostess House
Cricket Wireless Ribbon Cutting	Wed., Oct. 23 rd @ Cricket Wireless Store
Edward Jones Lunch & Learn (Mark Storm)	Thurs., Oct. 24 th @ Chamber Office
Udderly Creative Ribbon Cutting	Thurs., Oct. 24 th @ Downtown Business
CASA for the Highlands Training	Fri., Oct. 25 th @ Chamber Office
Hunters Welcome	Fri., Nov. 1 st @ HEB Parking Lot
Edward Jones Seminar- Jeyde	Thurs., Nov. 7 th @ Chamber Office
Wool & Vine Ribbon Cutting	Fri., Nov. 8 th @ Downtown Business
Lampasas Lantern Lighting	Sat., Nov. 9 th @ W.M. Brook Park
Ladies Night on the Square	Thurs. Nov. 14 th @ Various Downtown Member Businesses
Triad HR Consulting Lunch & Learn	Thurs. Nov. 21 st @ Chamber Office
First State Bank of Burnet Holiday Open House	Fri., Nov. 22 nd @ First State Bank of Burnet
Small Business Saturday	Sat. Nov. 30 th @ Various Lampasas Member Businesses
Edward Jones Seminar- Jeyde	Thurs. Dec. 5 th @ Chamber Office
Museum Christmas Tree Contest- Chamber Entry	Fri. Dec. 6 th @ Lampasas County Museum
Carol of Lights & Christmas Bazaar	Sat. Dec. 7 th @ Downtown Square
Tour of Homes	Sun. Dec. 8 th @ Various Lampasas County Homes
Kiwanis Speaking Engagement	Wed. Dec. 11 th @ Putters & Gutters
Chamber Holiday Mixer	Thurs. Dec. 12 th @ Chamber Office
Christmas on the Creek	Sat. Dec. 14 th @ W.M. Brook Park

TxDOT TRAVEL LITERATURE PROGRAM

Lampasas County Chamber of Commerce

(name of center/city)

TRAVEL INFORMATION CENTER

VISITATION TOTALS

YEAR <u>2019</u>	VISITOR TOTALS PER MONTH	IN-STATE AND OUT-OF-STATE MONTHLY VISITOR TOTALS	QUARTERLY TOTALS
JANUARY	202	# In-State <u> 31 </u> # Out-of-State <u> 4 </u>	TOTALS: Jan/Feb/Mar
FEBRUARY	285	# In-State <u> 57 </u> # Out-of-State <u> 11 </u>	# Visitors <u> 892 </u> # In-State <u> 625 </u>
MARCH	405	# In-State <u> 61 </u> # Out-of-State <u> 24 </u>	# Out-of-State <u> 267 </u>
APRIL	432	# In-State <u> 387 </u> # Out-of-State <u> 45 </u>	TOTALS: Apr/May/Jun
MAY	398	# In-State <u> 372 </u> # Out-of-State <u> 26 </u>	# Visitors <u> 1,519 </u> # In-State <u> 1,436 </u>
JUNE	689	# In-State <u> 677 </u> # Out-of-State <u> 12 </u>	# Out-of-State <u> 83 </u>
JULY	1,143	# In-State <u> 1,115 </u> # Out-of-State <u> 28 </u>	TOTALS: Jul/Aug/Sep
AUGUST	392	# In-State <u> 374 </u> # Out-of-State <u> 18 </u>	# Visitors <u> 2,225 </u> # In-State <u> 2,167 </u>
SEPTEMBER	690	# In-State <u> 678 </u> # Out-of-State <u> 12 </u>	# Out-of-State <u> 58 </u>
OCTOBER		# In-State _____ # Out-of-State _____	TOTALS: Oct/Nov/Dec
NOVEMBER		# In-State _____ # Out-of-State _____	# Visitors _____ # In-State _____
DECEMBER		# In-State _____ # Out-of-State _____	# Out-of-State _____

Texas Department of Transportation D16-062194

**MAIL TO: TRAVEL LITERATURE/FULFILLMENT BRANCH
TxDOT, TRAVEL INFORMATION DIVISION
PO BOX 149249
AUSTIN, TEXAS 78714-9248**

OR FAX TO: (512) 486-5944 ATTN: LaKena Cooks (512) 486-5927

Growth/Decline Rate (7/1/2019 - 9/30/2019)
 Current Membership: 311 active/courtesy members
 Membership Growth: 2.24% (8 members)
 Membership Decline: 6.44% (23 members)
 Cumulative Growth Rate: -4.20% (-15 members)

**Membership Growth Report
 7/1/2019 - 9/30/2019**

<u>Member Name</u>	<u>Primary Contact</u>	<u>Join Date</u>	<u>Drop Date</u>	<u>Sales Rep</u>
<u>Udderly Creative</u>	Molly Leskey	9/26/2019		
<u>La Palapa Mexican Grill</u>	Maricela Soto	9/18/2019		
<u>Lee Health Care</u>	Jamie Moseley	9/16/2019		
<u>Hawkins Painting</u>	Robert Hawkins	9/16/2019		
<u>Edward Jones</u>	Jeyde Kelly	8/28/2019		
<u>Texas Home Health Hospice</u>	Neomi Hernandez	8/6/2019		
<u>Lampasas County</u>	Randy Hoyer	7/11/2019		
<u>Interlude Spa</u>	Frederick Barnett	7/10/2019		
<u>Papa's Check-C-Go</u>	David Pearce	4/4/2018	9/3/2019	
<u>The Cake Lady Bakers & Cafe</u>	Stephanie McGehee	4/6/2017	9/3/2019	
<u>Chuck Pool & Spa</u>	Chad Collins	3/31/2017	7/24/2019	
<u>Momma Jean's BBQ</u>	Glynette Bennett	1/27/2017	8/22/2019	
<u>Family Heritage Workforce Benefits</u>	Sherie Loika	8/4/2016	7/24/2019	
<u>Harrison, Edith</u>	null	7/11/2016	9/5/2019	
<u>Lampasas Grooming</u>	Brandy Westberry	6/8/2016	9/3/2019	
<u>Modern Woodmen of America</u>	Laura Jordan	4/29/2016	9/3/2019	
<u>B-Days Bounce & Play</u>	Leicia	4/25/2016	8/30/2019	
<u>Chuck and Deb Williamson</u>	Chuck Williamson	7/2/2015	7/2/2019	
<u>White Garden Inc.</u>	Lee Henry	5/12/2015	9/3/2019	
<u>Hilton Gun Shop</u>	Scotty Underwood	4/7/2015	8/30/2019	
<u>Nixon Roofing</u>	Juan Salinas	3/5/2015	8/22/2019	
<u>Jerry Grayson</u>	Jerry Grayson	2/19/2015	8/22/2019	
<u>Cellular World ATT</u>	Kimberly Casper	12/18/2014	9/3/2019	
<u>Bottle Shop</u>	SANJEEV PATEL		8/8/2019	
<u>Hill Country Children's Advocacy Ctr.</u>	Karen Melton		8/22/2019	
<u>Lampasas Car Wash</u>	BOBBY LEA		8/22/2019	
<u>Lampasas Veterinary Clinic</u>	BETH WHITE		8/22/2019	
<u>Murray and Associates Podiatry</u>	DR. HOPE MURRAY		9/5/2019	
<u>Rehabilitation Center Lampasas</u>	SHELLY LILLEY-OWEN		9/3/2019	
<u>Texas Ranch Brokers</u>	TRICIA SINGLETON		7/19/2019	
<u>Tyson's Corners Retreat &</u>	JOANNA TYSON		9/3/2019	

Website Statistics: Views by Module (SEO modules only)

Views By Module (SEO modules only)									
Directory	Events	Coupons	Jobs	InfoReq	News	Weather	Member Signup	Marketplace	Sponsors
23210	30479	577	339	540	127	90	452	0	18099

Website Statistics: Hits by Date (SEO modules only)

Views By Date (SEO modules only)	
Date	Views
07/01/2019	2279
07/02/2019	1571
07/03/2019	905
07/04/2019	1033
07/05/2019	992
07/06/2019	1279
07/07/2019	1347
07/08/2019	1687
07/09/2019	4012
07/10/2019	1802
07/11/2019	1779
07/12/2019	2474
07/13/2019	3066
07/14/2019	1047
07/15/2019	392
07/16/2019	364
07/17/2019	497
07/18/2019	354
07/19/2019	231
07/20/2019	411
07/21/2019	318
07/22/2019	517
07/23/2019	519
07/24/2019	675
07/25/2019	2044
07/26/2019	2557
07/27/2019	2611
07/28/2019	1187
07/29/2019	1179
07/30/2019	348
07/31/2019	302
08/01/2019	371
08/02/2019	251
08/03/2019	291
08/04/2019	228
08/05/2019	330
08/06/2019	392
08/07/2019	363
08/08/2019	945
08/09/2019	1988
08/10/2019	296
08/11/2019	136
08/12/2019	262
08/13/2019	568
08/14/2019	261

08/15/2019	179
08/16/2019	1727
08/17/2019	446
08/18/2019	189
08/19/2019	233
08/20/2019	211
08/21/2019	384
08/22/2019	291
08/23/2019	255
08/24/2019	1415
08/25/2019	2044
08/26/2019	221
08/27/2019	227
08/28/2019	275
08/29/2019	791
08/30/2019	243
08/31/2019	234
09/01/2019	185
09/02/2019	178
09/03/2019	585
09/04/2019	610
09/05/2019	1202
09/06/2019	480
09/07/2019	455
09/08/2019	1300
09/09/2019	452
09/10/2019	607
09/11/2019	627
09/12/2019	220
09/13/2019	143
09/14/2019	161
09/15/2019	206
09/16/2019	316
09/17/2019	353
09/18/2019	304
09/19/2019	421
09/20/2019	419
09/21/2019	601
09/22/2019	513
09/23/2019	309
09/24/2019	4451
09/25/2019	788
09/26/2019	571
09/27/2019	480
09/28/2019	228
09/29/2019	308
09/30/2019	604

Occupancy Forecast

07/01/19 - 07/31/19

Page 1 of 1

Date	Day	Maint	Guest Arrivals		Group Arrivals		Total ARV	Dep	Stay Overs	Avail Rms	Occ Rms	Occ %	Rm Rev	ADR	Rev Par	Actual Rooms LY	Occ % Variance
			Non-GTD	GTD	Non-GTD	GTD											
07/01/19	Mon	0	0	14	0	0	14	10	12	25	26	50.98	\$2,276.73	\$87.57	\$44.64	26	0.00
07/02/19	Tue	1	0	13	0	0	13	11	15	22	28	54.90	\$2,419.98	\$86.43	\$48.40	18	19.61
07/03/19	Wed	3	0	11	0	0	11	22	6	31	17	33.33	\$1,698.88	\$99.93	\$35.39	22	9.80-
07/04/19	Thu	3	0	14	0	0	14	8	9	25	23	45.10	\$2,332.39	\$101.41	\$48.59	22	1.96
07/05/19	Fri	0	0	34	0	1	35	14	9	7	44	86.27	\$5,649.83	\$128.41	\$110.78	36	15.69
07/06/19	Sat	0	0	24	0	7	31	24	20	0	51	100.00	\$6,251.38	\$122.58	\$122.58	23	54.90
07/07/19	Sun	10	0	15	0	0	15	44	7	19	22	43.14	\$2,096.78	\$95.31	\$51.14	10	23.53
07/08/19	Mon	5	0	21	0	0	21	11	11	14	32	62.75	\$3,105.36	\$97.04	\$67.51	25	13.73
07/09/19	Tue	0	0	37	0	0	37	18	14	0	51	100.00	\$4,716.07	\$92.47	\$92.47	26	49.02
07/10/19	Wed	0	0	23	0	0	23	23	28	0	51	100.00	\$4,995.28	\$97.95	\$97.95	33	35.29
07/11/19	Thu	0	0	24	0	0	24	24	29	2-	53	103.92	\$6,026.57	\$113.71	\$118.17	37	31.37
07/12/19	Fri	0	0	37	0	0	37	37	14	0	51	100.00	\$7,784.80	\$152.64	\$152.64	51	0.00
07/13/19	Sat	0	0	21	0	0	21	21	30	0	51	100.00	\$7,955.85	\$156.00	\$156.00	51	0.00
07/14/19	Sun	6	0	10	0	0	10	44	7	28	17	33.33	\$1,805.69	\$106.22	\$40.13	21	7.84-
07/15/19	Mon	0	0	26	0	0	26	10	7	18	33	64.71	\$3,196.78	\$96.87	\$62.68	27	11.76
07/16/19	Tue	3	0	10	0	0	10	21	12	26	22	43.14	\$2,080.13	\$94.55	\$43.34	22	0.00
07/17/19	Wed	3	0	20	0	0	20	8	14	14	34	66.67	\$3,170.03	\$93.24	\$66.04	24	19.61
07/18/19	Thu	0	0	14	0	0	14	20	14	23	28	54.90	\$2,776.48	\$99.16	\$54.44	25	5.88
07/19/19	Fri	0	0	34	0	8	42	19	9	0	51	100.00	\$6,250.08	\$122.55	\$122.55	50	1.96
07/20/19	Sat	0	0	12	0	5	17	17	34	0	51	100.00	\$6,421.37	\$125.91	\$125.91	51	0.00
07/21/19	Sun	0	0	13	0	0	13	44	7	31	20	39.22	\$2,084.63	\$104.23	\$40.88	9	21.57
07/22/19	Mon	0	0	24	0	0	24	11	9	18	33	64.71	\$3,355.39	\$101.68	\$65.79	44	21.57-
07/23/19	Tue	3	0	25	0	0	25	21	12	11	37	72.55	\$3,666.39	\$99.09	\$76.38	42	9.80-
07/24/19	Wed	3	0	13	0	0	13	25	12	23	25	49.02	\$2,449.44	\$97.98	\$51.03	51	50.98-
07/25/19	Thu	2	0	33	0	0	33	15	10	6	43	84.31	\$4,592.74	\$106.81	\$93.73	50	13.73-
07/26/19	Fri	0	0	33	0	0	33	25	18	0	51	100.00	\$6,733.26	\$132.02	\$132.02	52	1.96-
07/27/19	Sat	0	0	30	0	0	30	32	19	2	49	96.08	\$6,776.88	\$138.30	\$132.88	51	3.92-
07/28/19	Sun	4	0	8	0	0	8	41	8	31	16	31.37	\$1,499.59	\$93.72	\$31.91	28	23.53-
07/29/19	Mon	0	0	30	0	0	30	9	7	14	37	72.55	\$3,469.29	\$93.76	\$68.03	36	1.96
07/30/19	Tue	2	0	12	0	0	12	17	20	17	32	62.75	\$2,885.29	\$90.17	\$58.88	26	11.76
07/31/19	Wed	4	0	22	0	0	22	16	16	9	38	74.51	\$3,380.89	\$88.97	\$71.93	30	15.69
TOTALS		52	0	657	0	21	678	662	439	412	1,117	70.65	\$123,904.25	\$110.93	\$81.04		

Occupancy Forecast

08/01/19 - 08/31/19

Date	Day	Maint	Guest Arrivals		Group Arrivals		Total ARV	Dep	Stay Overs	Avail Rms	Occ Rms	Occ %	Rm Rev	ADR	Rev Par	Actual Rooms LY	Occ % Variance
			Non-GTD	GTD	Non-GTD	GTD											
08/01/19	Thu	0	0	24	0	0	24	18	20	7	44	86.27	\$4,536.29	\$103.10	\$88.95	36	15.69
08/02/19	Fri	0	0	23	0	16	39	32	12	0	51	100.00	\$6,261.89	\$122.78	\$122.78	51	0.00
08/03/19	Sat	0	0	16	0	0	16	16	35	0	51	100.00	\$6,059.90	\$118.82	\$118.82	48	5.88
08/04/19	Sun	0	0	7	0	0	7	42	9	35	16	31.37	\$1,532.04	\$95.75	\$30.04	13	5.88
08/05/19	Mon	0	0	23	0	0	23	8	8	20	31	60.78	\$2,999.31	\$96.75	\$58.81	34	5.88
08/06/19	Tue	0	0	21	0	0	21	11	20	10	41	80.39	\$4,033.43	\$98.38	\$79.09	38	5.88
08/07/19	Wed	0	0	15	0	0	15	26	15	21	30	58.82	\$2,931.64	\$97.72	\$57.48	26	7.84
08/08/19	Thu	3	0	2	0	0	2	15	15	31	17	33.33	\$1,635.04	\$96.18	\$34.06	21	7.84
08/09/19	Fri	0	0	42	0	0	42	8	9	0	51	100.00	\$6,067.47	\$118.97	\$118.97	34	33.33
08/10/19	Sat	0	0	20	0	0	20	24	27	4	47	92.16	\$5,541.72	\$108.66	\$108.66	28	37.25
08/11/19	Sun	0	0	13	0	0	13	34	13	25	26	50.98	\$2,261.49	\$86.98	\$44.34	19	13.73
08/12/19	Mon	1	0	10	0	0	10	13	13	27	23	45.10	\$2,190.32	\$95.23	\$43.81	19	13.73
08/13/19	Tue	0	0	14	0	0	14	9	14	23	28	54.90	\$2,714.74	\$96.96	\$53.23	36	25.49
08/14/19	Wed	0	0	25	0	0	25	18	10	16	35	68.63	\$3,198.74	\$91.39	\$62.72	45	19.61
08/15/19	Thu	0	0	15	0	2	17	25	10	24	27	52.94	\$2,589.66	\$95.91	\$50.78	39	23.53
08/16/19	Fri	0	0	29	0	6	35	16	11	5	46	90.20	\$5,270.41	\$114.57	\$103.34	37	17.65
08/17/19	Sat	0	0	21	0	0	21	34	12	18	33	64.71	\$3,440.49	\$104.26	\$67.46	51	35.29
08/18/19	Sun	0	0	6	0	0	6	23	10	35	16	31.37	\$1,400.29	\$87.52	\$27.46	23	13.73
08/19/19	Mon	2	0	26	0	0	26	6	10	13	36	70.59	\$3,054.27	\$84.84	\$62.33	38	3.92
08/20/19	Tue	0	0	26	0	0	26	12	24	1	50	98.04	\$4,363.84	\$87.28	\$85.57	34	31.37
08/21/19	Wed	0	0	14	0	0	14	31	19	18	33	64.71	\$2,792.49	\$84.62	\$54.75	35	3.92
08/22/19	Thu	0	0	17	0	0	17	18	15	19	32	62.75	\$2,834.53	\$88.58	\$55.58	32	0.00
08/23/19	Fri	0	0	34	0	0	34	20	12	5	46	90.20	\$4,006.04	\$87.09	\$78.55	24	43.14
08/24/19	Sat	0	0	15	0	0	15	23	23	13	38	74.51	\$3,472.54	\$91.38	\$68.09	37	1.96
08/25/19	Sun	0	0	18	0	0	18	29	9	24	27	52.94	\$2,607.34	\$96.57	\$51.12	30	5.88
08/26/19	Mon	0	0	30	0	0	30	14	13	8	43	84.31	\$3,860.77	\$89.79	\$75.70	25	35.29
08/27/19	Tue	0	0	9	0	0	9	17	26	16	35	68.63	\$3,189.11	\$91.12	\$62.53	29	11.76
08/28/19	Wed	0	0	28	0	0	28	14	21	2	49	96.08	\$4,282.81	\$87.40	\$83.98	32	33.33
08/29/19	Thu	1	0	21	0	0	21	32	17	12	38	74.51	\$3,633.62	\$95.62	\$72.67	32	11.76
08/30/19	Fri	0	0	39	0	0	39	26	12	0	51	100.00	\$6,023.86	\$118.11	\$118.11	47	7.84
08/31/19	Sat	0	0	28	0	0	28	28	23	0	51	100.00	\$6,132.69	\$120.25	\$120.25	51	0.00
TOTALS		7	0	631	0	24	655	642	487	432	1,142	72.23	\$114,918.78	\$100.63	\$73.01		

Occupancy Forecast

09/01/19 - 09/30/19

Page 1 of 1

Date	Day	Maint	Guest Arrivals		Group Arrivals		Total	Stay	Avail	Occ	Rm Rev	ADR	Rev	Actual Rooms LY	Occ % Variance
			Non-GTD	GTD	Non-GTD	GTD	ARV	Overs	Rms	Rms			Par		
09/01/19	Sun	0	0	21	0	0	21	18	12	39	\$4,546.65	\$116.58	\$89.15	30	17.65
09/02/19	Mon	6	0	24	0	0	24	7	14	31	\$2,621.59	\$84.57	\$58.26	14	33.33
09/03/19	Tue	0	0	33	0	0	33	13	0	51	\$3,990.01	\$78.24	\$78.24	23	54.90
09/04/19	Wed	0	0	19	0	0	19	23	4	47	\$3,587.61	\$76.33	\$70.35	17	58.82
09/05/19	Thu	0	0	22	0	0	22	18	0	51	\$4,002.72	\$78.48	\$78.48	17	66.67
09/06/19	Fri	0	0	34	0	0	34	39	5	46	\$4,648.52	\$101.05	\$91.15	51	9.80-
09/07/19	Sat	0	0	27	0	0	27	33	11	40	\$4,077.08	\$101.93	\$79.94	51	21.57-
09/08/19	Sun	0	0	15	0	0	15	31	9	24	\$2,073.55	\$86.40	\$40.66	13	21.57
09/09/19	Mon	0	0	37	0	0	37	13	3	48	\$3,878.02	\$80.79	\$76.04	21	52.94
09/10/19	Tue	0	0	16	0	0	16	16	3	48	\$3,899.26	\$81.23	\$76.46	33	29.41
09/11/19	Wed	0	0	20	0	0	20	23	6	45	\$3,375.76	\$75.02	\$66.19	31	27.45
09/12/19	Thu	0	0	21	0	0	21	28	17	38	\$3,199.13	\$84.19	\$62.73	36	3.92
09/13/19	Fri	0	0	35	0	2	37	29	9	46	\$4,953.15	\$107.68	\$97.12	51	9.80-
09/14/19	Sat	1	0	26	0	1	27	24	22	49	\$5,118.11	\$104.45	\$102.36	43	11.76
09/15/19	Sun	0	0	19	0	0	19	43	6	25	\$2,392.89	\$95.72	\$46.92	18	13.73
09/16/19	Mon	0	0	28	0	0	28	10	15	43	\$3,761.74	\$87.48	\$73.76	21	43.14
09/17/19	Tue	0	0	20	0	0	20	13	30	50	\$4,309.69	\$86.19	\$84.50	22	54.90
09/18/19	Wed	0	0	18	0	0	18	27	23	41	\$3,330.29	\$81.23	\$65.30	24	33.33
09/19/19	Thu	0	0	20	0	0	20	19	22	42	\$3,320.22	\$79.05	\$65.10	18	47.06
09/20/19	Fri	0	0	34	0	3	37	28	14	51	\$4,770.03	\$93.53	\$93.53	46	9.80
09/21/19	Sat	0	0	28	0	0	28	28	23	51	\$4,784.11	\$93.81	\$93.81	39	23.53
09/22/19	Sun	1	0	13	0	0	13	29	22	35	\$3,085.46	\$88.16	\$61.71	21	27.45
09/23/19	Mon	0	0	31	0	0	31	16	19	50	\$4,202.06	\$84.04	\$82.39	49	1.96
09/24/19	Tue	1	0	20	0	0	20	20	30	50	\$4,095.98	\$81.92	\$81.92	42	15.69
09/25/19	Wed	0	0	26	0	0	26	25	0	51	\$3,965.82	\$77.76	\$77.76	51	0.00
09/26/19	Thu	0	0	22	0	2	24	30	21	45	\$3,446.58	\$76.59	\$67.58	45	0.00
09/27/19	Fri	0	0	20	0	11	31	25	20	51	\$4,891.57	\$95.91	\$95.91	51	0.00
09/28/19	Sat	0	0	15	0	7	22	22	29	51	\$5,075.03	\$99.51	\$99.51	51	0.00
09/29/19	Sun	0	0	6	0	0	6	36	15	21	\$1,759.60	\$83.79	\$34.50	19	3.92
09/30/19	Mon	0	0	25	0	0	25	7	14	39	\$3,321.86	\$85.18	\$65.13	41	3.92-
TOTALS		9	0	695	0	26	721	733	222	1,299	\$114,484.09	\$88.13	\$75.27		

pd - ck# 12772

Date 07/29/2019

NEW LOGO DESIGN INVOICE

Invoice to:
CHAMBER OF COMMERCE

SL.	Item Description	Price	Qty.	Total
1	NEW LOGO DESIGN	\$300	1	\$300

TIMELINE OF DESIGN:
 DRAFT: TWO WEEKS AFTER PAYMENT
 COMPLETION: ONE MONTH AFTER PAYMENT

I AM SO HAPPY TO BE WORKING WITH YOU! THE COMPLETION TIMELINE RELIES ON BOTH THE DESIGNER AND THE CLIENT'S APPROVAL. I WILL TAKE IDEAS BROUGHT FORTH BY THE CLIENT AND PUT MY TWIST INTO THE NEW DESIGN. THE DRAFTS WOULD BE BEST SERVED IF THEY ARE APPROACHED WITH DESCRIPTIVE FEEDBACK FROM THE CLIENT.

PLEASE LET ME KNOW IF THERE IS ANYTHING ELSE I CAN BE DOING TO MAKE THIS PROCESS EASIER,
 MADISON MORRIS

Sub Total: \$300

Total: \$300

- 100% 0



Thank you for your business

Madison Morris
 Authorized Sign

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Wednesday, August 7, 2019 2:23 PM
To: Melissa Unger
Subject: Transaction Receipt from Victory Publishing Co., LTD for \$244.00 (USD)

Thank you for your business.

Order Information

Description: Payment to 2019-109935, 2019-109936
Invoice Number 2019-109935

Billing Information
Melissa Unger
P.O. Box 627
Lampasas, TX 76550
US
lampasasinfo@sbcglobal.net
5125565172

Shipping Information

Total: \$244.00 (USD)

Payment Information

Date/Time: 7-Aug-2019 14:22:35 CDT
Transaction ID: 61856730095
Payment Method: MasterCard xxxx5430
Transaction Type: Purchase
Auth Code: 005658

Merchant Contact Information

Victory Publishing Co., LTD
Marble Falls, TX 78654
US
ddean@thepicayune.com
For questions please call, 830-693-7152.

Merchant: The Highlander & Burnet Bulletin

304A Highlander Circle
Marble Falls, TX 78654
US

830-693-4367

Order Information

Description:

Order Number:

Customer ID: KG

P.O. Number:

Invoice Number: RC1447

Billing Information

Jan Rogers
Lampasas County Chamber of Commerce
PO Box 627
Lampasas, TX 76550

Shipping Information

Shipping: 0.00
Tax: 0.00
Total: USD 1,000.00

Payment Information

Date/Time: 29-Aug-2019 11:37:51 PDT
Transaction ID: 41549642477
Transaction Type: Authorization w/ Auto Capture
Transaction Status: Settled Successfully
Authorization Code: 007246
Payment Method: MasterCard XXXX5430

~~XXXXXXXXXXXXXXXXXXXX~~
Lampasas Promotions
Visitors Guide



VICTORY M E D I A

Victory Media Marketing
P.O. Box 10 • 1007 Ave K
Marble Falls, Texas 78654
830.693.7152

Advertising Invoice #2019-109937
Invoice Date: 8/30/2019

Account
Balance: \$122.00

Melissa Unger
Lampasas Co Chamber of Commerce
P.O. Box 627
Lampasas, TX 76550

Customer #6862

Issue Date	Publication	Ad Size	Tagline	Gross	Net
9/1/2019	101 HL Magazine	1/3 V	Lampasas	122.00	122.00
Current Month Total:					\$122.00

Pay online [HERE](#), or mail in your payment on or before the 9/10/2019.

Thank you for your business.

pd. acct# 12786

Sign up for our email newsletter The Daily with daily news and updates from DailyTrib.com or The 101 for area events and things to do from the 101HighlandLakes.com.

KBEY 103.9FM ~ Texas Best Country streamed live and on-demand at KBEYFM.com.

THE PICAYUNE

KBEY
RADIO PICAYUNE
103.9FM

DAILYTRIB.COM

101fun
things to do

Remittance Section

295

71980297YNNNN

TLC Office Systems

TLC Office Systems
PO Box 660831
Dallas, TX 75266-0831

Invoice Number: 24962141
Agreement Number: 010-1421841-000
Invoice Print Date: 06/10/2019
Due Date: 07/03/2019
Total Due: \$332.35

Return Service Requested

Check here for change of address (see reverse for details)

Use enclosed envelope and make check payable to:



MDG2015 00010028 1 AB 0.41
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005



TLC Office Systems
PO Box 660831
Dallas, TX 75266-0831



00001014218410000000000249621410000000000332355

Keep lower portion for your records - Please return upper portion with your payment

TLC Office Systems

TLC Office Systems
PO Box 660831
Dallas, TX 75266-0831

Invoice Number: 24962141
Due Date: 07/03/2019
Total Due: \$332.35

Important Messages

We currently have your authorization on file to debit all open charges from your applicable bank account.

Please contact Account Support, prior to your due date, at the toll-free number on this invoice to change the amount being deducted.

Thank you! We value your business.

Invoice Detail

	Amount	Tax	Total
Agreement 010-1421841-000: Sharp MX-3050V system			
1 Standard Payment	307.00	25.35	332.35
			\$332.35

For questions about these charges, please call 866-339-9781 or visit www.AccountServicing.com. (Para Español, pida la extensión 2344.)



Total Due

\$332.35

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30



74062404YNNNN

TLC Office Systems

TLC Office Systems
PO Box 660831
Dallas, TX 75266-0831

Remittance Section

295

Invoice Number: 25142235
Agreement Number: 010-1421841-000
Invoice Print Date: 07/09/2019
Due Date: 08/03/2019
Total Due: \$332.35

Return Service Requested

Check here for change of address (see reverse for details)

Use enclosed envelope and make check payable to:



MDG2015 00001228 1 MB 0.42
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005



TLC Office Systems
PO Box 660831
Dallas, TX 75266-0831



00001014218410000000000251422350000000000332355

Keep lower portion for your records - Please return upper portion with your payment

TLC Office Systems

TLC Office Systems
PO Box 660831
Dallas, TX 75266-0831

Invoice Number: 25142235
Due Date: 08/03/2019
Total Due: \$332.35

Important Messages

We currently have your authorization on file to debit all open charges from your applicable bank account.

Please contact Account Support, prior to your due date, at the toll-free number on this invoice to change the amount being deducted.

Thank you! We value your business.

Invoice Detail

	Amount	Tax	Total
Agreement 010-1421841-000: Sharp MX-3050V system			
1 Standard Payment	307.00	25.35	332.35
			\$332.35

For questions about these charges, please call 866-339-9781 or visit www.AccountServicing.com. (Para Español, pida la extensión 2344.)

Total Due \$332.35

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30



Remittance Section 295

76905443YNNNNN
TLC Office Systems
 TLC Office Systems
 PO Box 660831
 Dallas, TX 75266-0831

Invoice Number: 25327223
 Agreement Number: 010-1421841-000
 Invoice Print Date: 08/09/2019
Due Date: 09/03/2019
Total Due: \$332.35

Return Service Requested

Check here for change of address (see reverse for details)

Use enclosed envelope and make check payable to:



MDG2015 00001234 1 MB 0.42
 ATTN: ACCOUNTS PAYABLE
 LAMPASAS COUNTY CHAMBER OF COMMERCE
 PO BOX 627
 LAMPASAS TX 76550-0005

TLC Office Systems
 PO Box 660831
 Dallas, TX 75266-0831



000010142184100000000002532722300000000000332358

Keep lower portion for your records - Please return upper portion with your payment

TLC Office Systems
 TLC Office Systems
 PO Box 660831
 Dallas, TX 75266-0831

Invoice Number: 25327223
Due Date: 09/03/2019
Total Due: \$332.35

Important Messages

We currently have your authorization on file to debit all open charges from your applicable bank account.

Please contact Account Support, prior to your due date, at the toll-free number on this invoice to change the amount being deducted.

Thank you! We value your business.

Invoice Detail

	Amount	Tax	Total
Agreement 010-1421841-000: Sharp MX-3050V system			
1 Standard Payment	307.00	25.35	332.35
			\$332.35

For questions about these charges, please call 866-339-9781 or visit www.AccountServicing.com. (Para Español, pida la extensión 2344.)

Total Due \$332.35

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30



76550-9998
4849100015

07/16/2019 (800)275-8777 9:48 AM

Product Description	Sale Qty	Final Price
First-Class Mail® Letter (Domestic) (LAWTON, OK 73507) (Weight:0 Lb 2.90 Oz) (Estimated Delivery Date) (Friday 07/19/2019)	1	\$0.85
First-Class Mail® Letter (Domestic) (BIRCH HARBOR, ME 04613) (Weight:0 Lb 2.30 Oz) (Estimated Delivery Date) (Friday 07/19/2019)	1	\$0.85

Total ~~\$1.70~~

Debit Card Remit'd \$1.70
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX5430)
 (Approval #:
 (Transaction #:157)
 (Receipt #:012121)
 (Debit Card Purchase:\$1.70)
 (Cash Back: \$0.00)
 (AID:A0000 Chip)
 (AL:Debit)
 (PIN:Verif

4849100015

ST
76550-9998
5
(800)275-8777
07/29/2019 02:07 PM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope (Domestic) (WATERTOWN, SD 57201) (Weight:0 Lb 7.50 Oz) (Estimated Delivery Date) (Thursday 08/01/2019)	1	\$2.05	\$2.05
USPS Retail Ground® (Domestic) (COTTONWOOD, AZ 86326) (Weight:1 Lb 00.00 Oz) (Estimated Delivery Date) (Monday 08/05/2019) (USPS Tracking #) (9534 6156 3557 9210 2247 31)	1	\$7.95	\$7.95

Total: \$10.00

Debit Card Remit'd \$10.00
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX5430)
 (Approval #:
 (Transaction #:290)
 (Receipt #:012265)
 (Debit Card Purchase:\$10.00)
 (Cash Back: \$0.00)
 (AID:AC0 Chip)
 (AL:Debit)
 (PIN:Ver

Debit Card Remit'd \$3.50
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX5430)
 (Approval #:
 (Transaction #:439)
 (Receipt #:013435)
 (Debit Card Purchase: \$3.50)
 (Cash Back: \$0.00)
 (AID:A0000000422 Chip)
 (AL:Debit)
 (PIN:Verified)

Total: \$3.50
 First-Class Mail® Letter
 (Domestic)
 (FREDERICKSBURG, TX /8624)
 (Weight:0 Lb 11.40 Oz)
 (Estimated Delivery Date)
 (Monday 08/19/2019) \$2.65 \$2.65

Product Qty Unit Price Price
 First-Class Mail® Letter
 (Domestic)
 (BROOMFIELD, CO 80021)
 (Weight:0 Lb 2.60 Oz)
 (Estimated Delivery Date)
 (Monday 08/19/2019) \$0.85 \$0.85

LAMPASAS, TX 76550-9998
484910-0015
(800)275-8777
08/16/2019 09:12 AM

LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
484910-0015
(800)275-8777
08/20/2019 09:02 AM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (SAN ANTONIO, TX 78219) (Weight: 0 Lb 2.50 Oz) (Estimated Delivery Date) (Thursday 08/22/2019)	1	\$0.85	\$0.85
First-Class Mail® Large Envelope (Domestic) (GRAND PRAIRIE, TX 75050) (Weight: 0 Lb 12.50 Oz) (Estimated Delivery Date) (Thursday 08/22/2019)	1	\$2.80	\$2.80
PM 2-Day Flat Rate Env (Domestic) (BASTROP, TX 78602) (Flat Rate) (Expected Delivery Day) (Thursday 08/22/2019) (USPS Tracking #) (9505 5156 3556 9232 2488 85)	1	\$7.35	\$7.35
Insurance (Up to \$50.00 included)			\$0.00
Total:			\$11.00

Debit Card Remit'd
(Card Name: MasterCard)
(Account #: XXXXXXXXXXXX5430)
(Approval #)
(Transaction #: 486)
(Receipt #: 013485)
(Debit Card Purchase: \$11.00)
(Cash Back: \$0.00)
(AID: A0000000042203)
(AL: Debit)
(PIN: Verified) Chip

LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
484910-0015
(800)275-8777
09/07/2019 01:08 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (METAMORA, IL 61548) (Weight: 0 Lb 2.40 Oz) (Estimated Delivery Date) (Saturday 09/07/2019)	1	\$0.85	\$0.85
First-Class Mail® Letter (Domestic) (HUNTLEY, IL 60142) (Weight: 0 Lb 2.40 Oz) (Estimated Delivery Date) (Saturday 09/07/2019)	1	\$0.85	\$0.85
US Flag Coll/100	1	\$55.00	\$55.00
Total:			\$56.70

Debit Card Remit'd
(Card Name: MasterCard)
(Account #: XXXXXXXXXXXX5430)
(Approval #)
(Transaction #: 711)
(Receipt #: 012716)
(Debit Card Purchase: \$56.70)
(Cash Back: \$0.00)
(AID: A0000000042203)
(AL: Debit)
(PIN: Verified) Chip

LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
484910-0015
(800)275-8777
09/03/2019 02:17 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (SPRING, TX 77386) (Weight: 0 Lb 2.00 Oz) (Estimated Delivery Date) (Wednesday 10/02/2019)	1	\$0.70	\$0.70
First-Class Mail® Letter (Domestic) (BENNINGTON, OK 74723) (Weight: 0 Lb 2.10 Oz) (Estimated Delivery Date) (Thursday 10/03/2019)	1	\$0.85	\$0.85
Total:			\$1.55

Debit Card Remit'd
(Card Name: MasterCard)
(Account #: XXXXXXXXXXXX5430)
(Approval #)
(Transaction #: 972)
(Receipt #: 012999)
(Debit Card Purchase: \$1.55)
(Cash Back: \$0.00)
(AID: A0000000042203)
(AL: Debit)
(PIN: Verified) Chip



508 S Key Ave
Lampasas, Tx
76550

www.2BSigns.com

Fax 888.501.0321

Invoice

5475

Date 6/12/2019

512.556.0321

2BSigns@Gmail.com

Bill To

Lampasas Chamber of Commerce
PO Box 627
Lampasas, Texas 76550

Terms

10 NET CHECK

Payment not received within the stated terms are are subject to a service charge of 1.5% per month not to exceed 18% per annum.

PO #

Material(s) used becomes the property of the purchaser AFTER INVOICES ARE PAID IN FULL
Unless stated, All artwork / designs / layouts are copyrighted and the property of 2B Signs & More

JRogers - ID badge

Description	QTY Per Set	Unit Cost Per QTY	Total for QTY
Material: Plastic base Size: 2 1/8" x 3 3/8" Sides: 1 sided Color: FULL COLOR Wording: See Mock Up QTY: 1 Clasp: 3 point magnetic backing	1		19.97

ck# 12711

It's been a pleasure working with you!
Sincerely 2B Signs & More

By using 2B Signs & More including all associated DBAs you agree to the terms and conditions that are used. these terms can be viewed www.2bsigns.com/Terms.html

Sales Tax (8.25%) \$0.00

Balance Due \$19.97

Total \$19.97

REORDER REORDER REORDER REORDER REORDER REORDER REORDER REORDER REORDER REORDER

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Select Lettering Style

(*Fonts are not actual size - Additional Charge May Apply)

Copperplate Code CP/48 **YOUR COMPANY NAME**

Industrial Code IN/26 **Your Company Name**

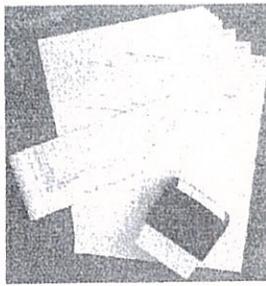
Old English Code OE/46 **Your Company Name**

Professional Code PO/25 **YOUR COMPANY NAME**

Quill Code QU/24 *Your Company Name*

Script Code SC/42 *Your Company Name*

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ADDRESS			
CITY			
STATE		ZIP	

RETURN THIS SECTION RETURN THIS SECTION RETURN THIS SECTION RETURN THIS SECTION RETURN THIS SECTION

Checks Ordered on 7/19 (\$149.34) 40% \$59.74

In a Hurry?

Use Quik-Ship to Receive Your Order Faster!



Express Delivery Options

Ask your financial representative today about available Quik-Ship options. Some restrictions and additional charges apply.

**Please select One-Day or Two-Day service*

Protect This Document. It contains personal information!

This is your official reorder notice. Contact your financial institution to reorder checks today.

HARLAND CLARKE

Growthzone
4837 County Road 77
Nisswa, MN 56468-2708
Tel (800) 825-9171
E-Mail accounting@growthzone.com



PAYMENT

RECEIVED FROM
Lampasas County Chamber of Commerce
PO Box 627
Lampasas, TX 76550
Payment Date: 7/1/2019
Reference Number: py_FM43ny7RVoBFmo
Payment Type: Bank

APPLICATION DATE	INVOICE NUMBER	INVOICE AMOUNT	INVOICE BALANCE	AMOUNT APPLIED
7/1/2019	211445	294.00	0.00	294.00
TOTAL PAID				294.00

Thank you for your payment!

Growthzone
4837 County Road 77
Nisswa, MN 56468-2708
Tel (800) 825-9171
E-Mail accounting@growthzone.com



PAYMENT

RECEIVED FROM

Lampasas County Chamber of Commerce
PO Box 627
Lampasas, TX 76550

Payment Date: 8/1/2019
Reference Number: py_FXfk8nUKdV604P
Payment Type: Bank

APPLICATION DATE	INVOICE NUMBER	INVOICE AMOUNT	INVOICE BALANCE	AMOUNT APPLIED
8/1/2019	214217	294.00	0.00	294.00
TOTAL PAID				294.00

Thank you for your payment!

Growthzone
4837 County Road 77
Nisswa, MN 56468-2708
Tel (800) 825-9171
E-Mail accounting@growthzone.com



PAYMENT

RECEIVED FROM

Lampasas County Chamber of Commerce
PO Box 627
Lampasas, TX 76550

Payment Date: 9/1/2019
Reference Number: py_FjHjHL0ymuSnz1
Payment Type: Bank

APPLICATION DATE	INVOICE NUMBER	INVOICE AMOUNT	INVOICE BALANCE	AMOUNT APPLIED
9/1/2019	217054	294.00	0.00	294.00
TOTAL PAID				294.00

Thank you for your payment!

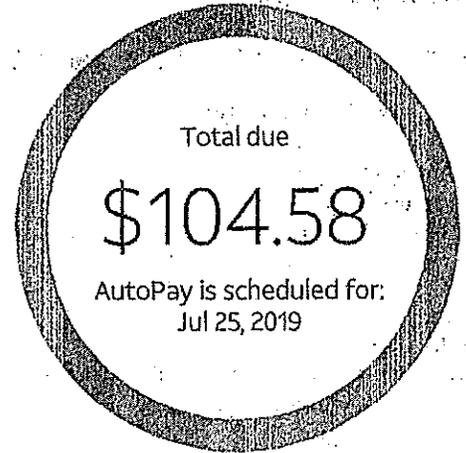


MELISSA UNGER
 LAMPASAS CHAMBER OF COMMERCE
 PO BOX 627
 LAMPASAS TX 76550-0005

Page: 1 of 3
 Issue Date: Jul 03, 2019
 Account Number: 133110940

One little change can help make a difference. Go paperless today. Get more convenience, plus help reduce paper waste! Update your billing preferences at att.com/paperless

Managing your AT&T bills, products, and services on the go? It's a snap with myAT&T. Go to att.com/myatt to sign in or sign up.



Account summary

Your last bill	\$167.99
Payment, Jun 24 - Thank you!	-\$167.99
Remaining balance	\$0.00

Service summary

Account charges	<i>Page 2</i>	\$8.80
Internet	<i>Page 2</i>	\$42.03
Phone	<i>Page 2</i>	\$53.75

Total services **\$104.58**

Total due **\$104.58**

AutoPay is scheduled to debit your bank account on Jul 25, 2019

Ways to pay and manage your account:

att.com/myatt

myAT&T app
 iPhone and Android

Ordering, billing or support
800.321.2000
 TTY: 800.651.5111



MELISSA UNGER
 LAMPASAS CHAMBER OF COMMERCE
 PO BOX 627
 LAMPASAS TX 76550-0005

Page: 1 of 3
 Issue Date: Aug 03, 2019
 Account Number: 133110940

One little change can help make a difference. Go paperless today. Get more convenience, plus help reduce paper waste! Update your billing preferences at att.com/paperless

Managing your AT&T bills, products, and services on the go? It's a snap with myAT&T. Go to att.com/myatt to sign in or sign up.

Total due

\$137.06

AutoPay is scheduled for:
Aug 24, 2019

Account summary

Your last bill	\$104.58
Payment, Jul 25 - Thank you!	-\$104.58
<hr/>	
Remaining balance	\$0.00

Service summary

	Account charges <small>Page 2</small>	\$41.28	
			<small>Last bill \$8.80, Difference +\$32.48</small>
	Internet <small>Page 2</small>	\$42.03	
			<small>Last bill \$42.03</small>
	Phone <small>Page 3</small>	\$53.75	
			<small>Last bill \$53.75</small>
<hr/>			
Total services		\$137.06	

What's changed?

< Monthly charges

Total due **\$137.06**
 AutoPay is scheduled to debit your bank account on Aug 24, 2019

Ways to pay and manage your account:

- att.com/myatt
- [myAT&T app](#)
- Ordering, billing or support 800.221.2000



MELISSA UNGER
 LAMPASAS CHAMBER OF COMMERCE
 PO BOX 627
 LAMPASAS TX 76550-0005

Page: 1 of 3
 Issue Date: Sep 03, 2019
 Account Number: 133110940

One little change can help make a difference. Go paperless today. Get more convenience, plus help reduce paper waste! Update your billing preferences at att.com/paperless

Managing your AT&T bills, products, and services on the go? It's a snap with myAT&T. Go to att.com/myatt to sign in or sign up.

Total due

\$137.06

AutoPay is scheduled for:
Sep 25, 2019

WFO credit
\$97.86

Account summary

Your last bill	\$137.06
Payment, Aug 24 - Thank you!	-\$137.06
Remaining balance	\$0.00

Service summary

Account charges	<i>Page 2</i>	\$41.28
Internet	<i>Page 2</i>	\$42.03
Phone	<i>Page 3</i>	\$53.75

Total services \$137.06

Total due **\$137.06**

AutoPay is scheduled to debit your bank account on Sep 25, 2019

Ways to pay and manage your account:

Ordering billing statements

LAMPASAS PUBLIC UTILITIES
312 E. 3rd
Lampasas, Texas 76550-2820
(512) 556-3641

SERVICE CODES
EL - Electric
WA - Water
SW - Sewer
GR - Garbage
RF - Refund
TX - Tax
CN - Payment Agreement
SL - Security Light
EMS - Emergency
AS - Ambulance Service
SM - Street Maintenance
AR - Arrears

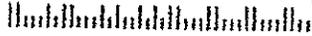
ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE	
05-7955-02	5/21/19	6/19/19	6/27/19	
CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18641	18649	8	35.68
EL	58627	59372	745	96.88
SW	SEWER			30.84
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			13.40

*pd. 7/2
ck# 12713*

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
273.40	7/15/19	273.00

SERVICE ADDRESS: 205 281 HWY S



LAMPASAS PUBLIC UTILITIES
312 E. 3rd
Lampasas, Texas 76550-2820
(512) 556-3641

SERVICE CODES
EL - Electric
WA - Water
SW - Sewer
GR - Garbage
RF - Refund
TX - Tax
CN - Payment Agreement
SL - Security Light
EMS - Emergency
AS - Ambulance Service
SM - Street Maintenance
AR - Arrears

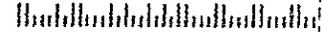
ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE	
05-7955-02	6/19/19	7/24/19	8/1/19	
CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18649	18659	10	36.60
EL	59372	60645	1273	157.81
SW	SEWER			30.84
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			18.43

*pd. ck#
12716*

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
346.20	8/15/19	346.06

SERVICE ADDRESS: 205 281 HWY S



LAMPASAS PUBLIC UTILITIES
312 E. 3rd
Lampasas, Texas 76550-2820
(512) 556-3641

SERVICE CODES
EL - Electric
WA - Water
SW - Sewer
GR - Garbage
RF - Refund
TX - Tax
CN - Payment Agreement
SL - Security Light
EMS - Emergency
AS - Ambulance Service
SM - Street Maintenance
AR - Arrears

ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE	
05-7955-02	7/24/19	8/28/19	9/4/19	
CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18659	18666	7	35.22
EL	60645	62022	1377	169.52
SW	SEWER			30.84
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			19.40

*pd. ck#
12785*

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
358.39	9/15/19	358.39

SERVICE ADDRESS: 205 281 HWY S



MILLER'S SERVICE COMPANY

405 N KEY AVE
LAMPASAS, TX 76550

STATEMENT

Statement Date: Aug 3, 2019
Customer Account ID: CHAMBER OF COMMERCE

Voice: 512-556-6585
Fax: 512-556-3399

To:

LAMPASAS CO. CHAMBER FOUNDATION
P.O. BOX 627
LAMPASAS, TX 76550

Amount Enclosed
\$ _____

Date	Due Date	Reference	Paid	Description	Amount	Balance
5/16/19	5/16/19	77690		PO# AC OUT	75.00	75.00
5/27/19	5/27/19	78055	Part	PO# AC OUT	1,224.00	1,299.00
<p><i>Maintenance</i></p> <p>* Freon + Labor = \$475.00</p> <p>* Replacement payment = \$824.00</p> <p>pd. ac# 12774 - \$475.00</p> <p>HOT - \$190.00</p>						
TOTAL						1,299.00

0 - 30	31 - 60	61 - 90	Over 90 days
0.00	0.00	1,299.00	0.00

Search



MENU

ONLINE BILL PAY

Open Invoice Items for:
Lampasas County Chamber of Commerce
205 S. US Hwy 281
Lampasas, TX 76550

CONFIRMATION Your credit card will be charged for the amount indicated below. If you accept this amount, please click on the "Finish & Pay" button to complete the transaction.

Name On Card Lampasas County Chamber of Commerce

Billing Address P.O. Box 627

City Lampasas, TX 76550

Country United States

Card Number XXXXXXXXXXXXX5430

~~Amount \$170.00~~

Finish And Pay Back

Please click submit only one time. The transaction may take several seconds.


PFLUGERVILLE
INSURANCE AGENCY
Jimmie Connolly Company

Invoice

Lampasas County Chamber
 Of Commerce
 P.O.Box 627
 Lampasas, TX 76550

Date: August 6, 2019

Eff. Date	Policy Number	Company	Premium
08/22/19	TBD TBD	Specialty Insurance Managers Specialty Ins Mgr (adverse weather)	\$2198.01

Total Amount Due Upon Receipt..... \$2198.01 (Down Payment) - Bldg./Liab./Sculp.
 Insurance

pd. ck# 12787

\$419.08 - Sept. bill 4090 = ~~4090~~

*# 1,347.44 - Down
 Payment*

Insurance

Removed event ins.

Please remit all payments to:

Pflugerville Insurance Agency, LLC

103 East Main * PFLUGERVILLE, TEXAS 78660 * TELEPHONE (512) 447-7995 * FAX (512) 422-2545
<http://www.pflugervilleinsurance.com>

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City ManagerITEM NO. WORKSHOP-4

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

Subject:

Discussion and updates from the Lampasas Riding Club relating to 580 Rodeo Arena Use Agreement with the City of Lampasas, activities, improvements and general maintenance to the 580 Riding Arena.

Requested By: Lampasas Riding Club Association

Submitted By: Chris Eicher, Parks and Recreation Director

Date Submitted: January 23, 2020

For the Agenda of: January 27, 2020.

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

This item has been placed on workshop for the committee to provide Council with updates on the activities that have taken place at the Lampasas 580 Sports Complex Riding Arena.

Recommendation:

Discussion only

ACCESS AND USE AGREEMENT FOR THE CITY OF LAMPASAS'
RODEO ARENA PROPERTY

STATE OF TEXAS
COUNTY OF LAMPASAS

§
§

§

ARTICLE I. PARTIES

This Access and Use Agreement for the City of Lampasas' Rodeo Arena Property (the "Agreement") is entered into on this the 11th day of December 2017 between the City Of Lampasas, Texas, a Home Rule Municipal Corporation, with a mailing address of 312 Third Street, Lampasas, Texas 76550 (hereinafter the "City"), and the Lampasas Riding Club, a nonprofit association duly created under the laws of the State of Texas, with a mailing address of PO BOX 1451, Lampasas, Texas, 76550 (hereinafter the "Riding Club"). The City and the Riding Club may be referred to jointly herein as the "Parties" and individually as a "Party."

ARTICLE II. PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide for the administration, scheduling, operation and maintenance of youth and adult recreational and equestrian programs on the premises, facilities, and amenities owned by the City, located at the 580 Sports Complex (the "Premises," or the "Rodeo Arena Property") primarily for the benefit of the citizens of the City and the immediate surrounding area including, but not limited to, the members of the Riding Club. The Riding Club hereby acknowledges and agrees that the Premises and all improvements located thereon, whether currently existing or whether they are constructed or placed on the Premises in the future as set forth below in this Agreement, by the City or the Riding Club or another entity or person and regardless of which entity/individual provides the finances, labor and/or materials for construction or maintenance of such improvements on the Premises, including all buildings, fencing, infrastructure and facilities, will be used for youth and adult recreational and equestrian purposes. Further, the Riding Club recognizes and agrees that it shall be responsible for keeping the Premises open to all individuals and members of the public, not solely to those who are members of the Riding Club, subject to reasonable rules and reasonable fees for such use. The Riding Club will be responsible for complying with the provisions of this Agreement and for enforcing same, as applicable, with regard to any entity or individuals using the Premises during the Term of the Agreement.

ARTICLE III. PREMISES/RODEO ARENA PROPERTY

City hereby grants to the Riding Club the nonexclusive right to access, use, schedule, manage and conduct events of the Riding Club, subject to the terms and conditions contained in this Agreement, on the Rodeo Arena Property and associated facilities which is located at the 580 Sports Complex in Lampasas, Texas. The Rodeo Arena Property and associated facilities are generally shown on the diagram attached hereto as **Exhibit "A"** to this Agreement. In the event that the boundaries of Premises are materially changed in the future, or additional facilities are added to/or existing facilities are removed from the Rodeo Arena Property, Exhibit A shall be revised and approved by both Parties and the updated Exhibit A shall be dated, signed and appended hereto, to reflect such changes.

ARTICLE IV. CONSIDERATION/CITY PARTICIPATION

In exchange for the right to access and use the Premises, the Riding Club shall continuously maintain the Premises in a safe and sound condition, at its own expense, and shall keep the Premises and all improvements thereon in a clean condition, free of accumulations of dirt, trash, rubbish, unsightly

vegetation, vermin and debris, or other unsanitary matter. The Riding Club, at its expense, shall furnish all personnel, labor, materials, supplies, equipment, and professional services to perform all work and to take all action as shall be necessary to operate and maintain the Premises and all improvements thereon in a clean, attractive, and safe manner. Scheduling and conducting regular safety inspections of all improvements (permanent and/or temporary) located at the Rodeo Arena Property shall be the sole responsibility of the Riding Club to ensure the wellbeing and safety of the public present on the Premises as well as all attendees, participants and invitees at the Riding Club events.

On a quarterly basis during the Term of this Agreement, the Riding Club shall provide the City with an activity report detailing the number and type of events held by the Riding Club; the number of participants at each event; the number of volunteer hours required for the operation of the Premises and events held; the activities performed by the Riding Club to maintain the Premises; any expenditures made by the Riding Club related to maintenance of the Premises and improvements thereon.

The Riding Club shall be responsible for all utility costs including electric service and solid waste collection by contractor. The City shall provide at its cost, and shall not bill the Riding Club for any water or wastewater services provided to the Premises by City.

The City may, in its sole discretion and subject to availability at the time of need/request, provide manpower and equipment on an 'as needed basis' to the Riding Club to assist the Riding Club with maintenance needs of the Premises. If City personnel and equipment is not available, then the Riding club shall obtain such services from independent contractors or other sources, as needed to maintain the Premises in a good and safe condition at all times.

Subject to the Riding Club's By-Laws, the City may appoint two (2) individuals as 'members' of the Riding Club, who will attend Riding Club meetings and participate in Riding work and who will shall serve as liaisons to the City Council and provide a communication between the City and the Riding Club, as necessary or desired.

ARTICLE V. TERM OF AGREEMENT

The initial term of this Agreement shall be for a period of one (1) year, beginning on the 11th day of December 2017 and ending on the 12th day of December 2018, ("Initial Term") provided that either Party may terminate this Agreement by providing thirty (30) days written notice to the other Party, with the end of the Agreement being effective on the 31st day after the notice is received by the non-noticing Party. ("Termination") City and Riding Club shall have the option, upon mutual agreement, to renew this Agreement annually for two (2) additional successive one (1) year terms. ("Renewal Terms")

ARTICLE VI. IMPROVEMENTS BY THE RIDING CLUB

With the prior written approval of the City, but at no cost to the City, the Riding Club may cause to be designed, constructed and installed upon the Premises facilities and amenities which are consistent with the use of the Premises for youth and adult recreational and equestrian activities. The Riding Club understands and agrees that all improvements, buildings and facilities, exclusive of portable/temporary equipment and supplies, constructed or placed upon, under, or within the Premises by the Riding Club shall become and remain the exclusive and sole property of the City upon expiration or termination of this Agreement. No facilities or amenities may be constructed on the Premises by the Riding Club without the prior approval of the City related to design and location of the improvements.

When, in its sole discretion it is desirable and feasible, the City may assist the Riding Club in installing improvements on the Premises, by providing manpower, equipment and financing, subject to written terms and conditions as mutually agreed upon by the City and the Riding Club.

ARTICLE VII. USE OF RODEO ARENA PROPERTY/CITY PROPERTY

It is recognized by the Parties that the use of the Premises during youth and adult recreational and equestrian activities shall be determined by the policies, guidelines, rules and regulations developed and adopted by the Board of Directors of the Riding Club. Accordingly, the Parties agree that Riding Club shall control the scheduling of the use of the Premises, allowing opportunities for the use of the Premises by the general public as well as by the Riding Club. In addition to the policies and rules of the Riding club, all use of the Premises shall also be subject to the policies, rules, and regulations adopted and set forth by the City and administered by the City staff, as applicable for City property.

ARTICLE VIII. INSURANCE

The Riding Club shall obtain general liability insurance policy or policies in such amounts and providing such coverage as may be determined appropriate by the City. The Riding Club shall cause the City to be listed as an additional insured (or equivalent) on any general liability policy (ies) applicable to the Premises. The City shall maintain hazard insurance on the Premises.

ARTICLE IX. ACCESS AND USE BY GENERAL PUBLIC

The Riding Club hereby understands, acknowledges and agrees that members of the general public shall have the right to access and use any portion of the Premises for public use, subject to the scheduled activities, regulations and reasonable fees set by the Riding Club.

However, the Parties agree that the Riding Club may exclude the public from the Premises for the following purposes:

- 1.) Prior to scheduled events when such public use may be detrimental to preparations for the upcoming event.
- 2.) For Premises maintenance purposes.

ARTICLE X. SEVERABILITY

In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegal or unenforceable in any respect, shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or enforceable provision had never been contained herein.

ARTICLE XI. NOTICE

All notices or other communications required under this Agreement may be affected either by personal delivery, in writing, or by certified mail, return receipt requested. Notice shall be mailed to the addresses designated herein or as may be designated in writing by the Parties from time to time and shall be deemed received when signed for as either a hand delivery or signed for as certified mail sent to the following addresses:

CITY: CITY OF LAMPASAS

Attn: Mayor Misti Talbert
Address: 312 E. 3rd Street
Lampasas, Texas 76550

With Copy to: Finley deGraffenried, City Manager
312 E. 3rd Street
Lampasas, Texas 76550

RIDING CLUB: LAMPASAS RIDING CLUB

Attn: Michelle Talbert, President

Address: PO Box 1451
Lampasas, Texas 76550

ARTICLE XII. ATTORNEY'S FEES

If either Party is required to bring a court action to enforce the terms of this Agreement against the other, the prevailing Party shall reimburse the other for the attorney's fees, court costs and other costs incurred obtaining that relief. Prior to filing of a claim in court, the Parties agree to attempt to resolve any dispute between them by mediation, on reasonable terms agreed upon them, and as promptly as mediation can be arranged and held.

ARTICLE XIII. INDEMNIFICATION/HOLD HARMLESS

THE RIDING CLUB, ITS AGENTS, REPRESENTATIVES, EMPLOYEES, MEMBERS, VOLUNTEERS, OFFICERS, OR OTHERS WORKING ON BEHALF OF THE RIDING CLUB, AGREE TO FULLY AND COMPLETELY INDEMNIFY AND HOLD HARMLESS THE CITY, ITS OFFICERS, AGENTS, REPRESENTATIVES, EMPLOYEES, OR OTHERS WORKING ON BEHALF OF THE CITY, FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES, LOSSES, COSTS OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR ALL TYPES OF INJURY TO AND/OR DEATH TO ANY PERSON, OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH IT OPERATION OR CONTROL OF THE RODEO ARENA PROPERTY, THIS AGREEMENT AND ANY OF THE ACTIVITIES UNDERTAKEN BY THE RIDING CLUB PURSUANT TO THIS AGREEMENT. SUCH INDEMNITY AND HOLD HARMLESS SHALL INCLUDE AND APPLY TO THE CLAIMS LOSSES, DAMAGES, CAUSES OF ACTION, SUITS, OR LIABILITY THAT ARISE IN WHOLE OR IN PART FROM THE NEGLIGENCE OF THE RIDING CLUB, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, MEMBERS, VOLUNTEERS OFFICERS, OR OTHERS WORKING ON BEHALF OF THE RIDING CLUB.

ARTICLE XI. MISCELLANEOUS

ENTIRETY OF THE AGREEMENT. This Agreement contains the entire Agreement of the Parties with respect to the matters covered herein. No other Agreement, statement or promise made by any Party, or to any employee, officer or agent of any Party, which is not contained herein shall be binding or valid, excepting a subsequent modification in writing executed by the parties to this Agreement.

WAIVER. No omission or delay on the part of either Party of due and punctual fulfillment of any obligation shall be deemed to constitute a waiver by the other Party of any of its rights to requires such due and punctual fulfillment of any other obligation hereunder, whether similar or otherwise, or a waiver of any remedy it may have.

GOVERNING LAW. In the event of any dispute arising under this Agreement, it is agreed by the Parties that the law of the State of Texas will govern the interpretation, validity, and effect of this Agreement without regard to the place or performance thereof. This Agreement shall be considered modified by the deletion of any of its terms of provisions which are necessary in order to conform with the law of any jurisdiction other than Texas to the extent that such deletion or deletions are necessary in order for the Agreement to be enforced in such other jurisdictions.

SOVEREIGN IMMUNITY. The Parties to the Agreement acknowledge and agree that nothing contained in this Agreement shall, in any way, abrogate or diminish any immunity that either entity has or may have under any applicable law.

CONSTRUCTION OF AGREEMENT. The Parties acknowledge that each, and if it so chooses, its legal counsel has reviewed this Agreement and that the normal rule of construction, to the effect that ambiguities are to be resolved against the drafting party, shall not be employed in the interpretation of this Agreement or its amendments or exhibits.

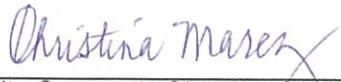
IN WITNESS HEREOF, this Agreement is executed on, this 11th day of December 2017.

CITY OF LAMPASAS



Mayor Misti Talbert

ATTEST:



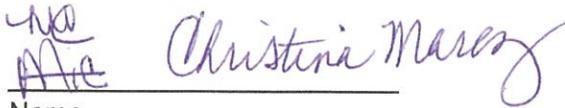
City Secretary Christina Marez

LAMPASAS RIDING CLUB



President

ATTEST:



Name

City Secretary
Title


City ManagerITEM NO. WORKSHOP-5

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

Subject:

Discussion regarding including requirement of Form Survey to new construction inspection process.

Requested By: Randy Clark, City Council Member

Submitted By: Frank Ellett, Building Official

Date Submitted: January 23, 2020

For the Agenda of: January 27, 2020.

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

This item has been placed on workshop to discuss the financial impact to builders to require a form survey and the benefit to property owners as it relates to identifying building set-backs and easements.

Recommendation:

Discussion only

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

Subject:

Discussion regarding 2020 City Council Work Plan Workshop.

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 23, 2020

For the Agenda of: January 27, 2020

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item has been placed on the workshop agenda to provide Council the opportunity to discuss their preference regarding the format and delivery of action items for the 2020 City Council Work Plan. Last year Council was provided a planning worksheet, took a tour of City facilities and spent the afternoon brainstorming areas to focus on for 2019. Staff is interested in Council feedback on how they would like to utilize this time and the possibility of follow up meetings. Included is the Council Satisfaction Survey that has been used in the planning and budgeting process previously. Council may wish to review the survey and make notes prior to the meeting on February 3, 2020 to “jump start” discussion.

Recommendation:

Discussion Only

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

General Government / Administration	No Opinion	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	Comments
Strategic Planning / Direction	0	1	2	3	4	
Effective / Efficient Uses of Resources	0	1	2	3	4	
Public Relations / Communications	0	1	2	3	4	
Response to Citizen Problems / Inquiries	0	1	2	3	4	
Ability to Resolve Citizen Complaints	0	1	2	3	4	
Information Provided by Staff (agenda materials, staff reports, etc.)	0	1	2	3	4	
Policy Implementation (carrying out Council actions)	0	1	2	3	4	
Business Attraction / Retention	0	1	2	3	4	
Financial Reporting / Communications	0	1	2	3	4	
Treasury Functions (i.e. cash investments)	0	1	2	3	4	
Personnel Management	0	1	2	3	4	

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

General Government / Administration	Satisfaction Level					Comments
	No Opinion	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	
City Billing and Collections	0	1	2	3	4	
Purchasing	0	1	2	3	4	
Upkeep of City Vehicles and Buildings	0	1	2	3	4	
Employee Compensation and Benefits	0	1	2	3	4	
Employee Training	0	1	2	3	4	

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

Information Technology	Satisfaction Level					Comments
	No Opinion	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	
Effective / Efficient Uses of Resources	0	1	2	3	4	
Web Page	0	1	2	3	4	
Use of Internet for Conducting City Business	0	1	2	3	4	

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

	Satisfaction Level				Comments
	No Opinion	Very Dissatisfied	Dissatisfied	Very Satisfied	
Public Safety - Police					
Effective / Efficient Uses of Resources	0	1	2	3	4
Police Patrol - Response/Visibility	0	1	2	3	4
Criminal Investigations	0	1	2	3	4
Crime Prevention - Residential/Business	0	1	2	3	4
Traffic Enforcement	0	1	2	3	4

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

	Satisfaction Level				Comments
	No Opinion	Very Dissatisfied	Dissatisfied	Very Satisfied	
Public Safety - Fire					
Effective / Efficient Uses of Resources	0	1	2	3	4
Fire Response/Suppression	0	1	2	3	4
Professionalism / Visibility	0	1	2	3	4

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

	Very Dissatisfied				Very Satisfied				Comments
	No Opinion	1	2	3	4	3	2	1	
Building & Code Enforcement									
Effective / Efficient Uses of Resources	0	1	2	3	4				
Building Code Inspection / Enforcement	0	1	2	3	4				
Sign Code Inspection / Enforcement	0	1	2	3	4				
Nuisance Abatement / Identification	0	1	2	3	4				

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

Public Works	No Opinion	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	Comments
Strategic Planning / Direction	0	1	2	3	4	
Effective / Efficient Uses of Resources	0	1	2	3	4	
Project Management	0	1	2	3	4	
Street / Storm Drainage Maintenance	0	1	2	3	4	
Brush Collection	0	1	2	3	4	
Water / Wastewater Line Maintenance	0	1	2	3	4	
Electric Service Maintenance	0	1	2	3	4	
Street Condition / Maintenance	0	1	2	3	4	

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

	No Opinion		Very Dissatisfied		Dissatisfied		Satisfied		Very Satisfied		Comments
	0	1	1	2	2	3	3	4	4		
Parks & Leisure Services											
Strategic Planning / Direction	0	1	1	2	2	3	3	4	4		
Effective / Efficient Uses of Resources	0	1	1	2	2	3	3	4	4		
Park Maintenance	0	1	1	2	2	3	3	4	4		
Recreation Facilities/Playgrounds	0	1	1	2	2	3	3	4	4		
Customer Service (reservations, responsiveness)	0	1	1	2	2	3	3	4	4		
Golf Course Planning / Direction	0	1	1	2	2	3	3	4	4		
Golf Course Maintenance	0	1	1	2	2	3	3	4	4		
Golf Course Customer Service	0	1	1	2	2	3	3	4	4		

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

	Satisfaction Level				Comments
	No Opinion	Very Dissatisfied	Dissatisfied	Very Satisfied	
Economic Development					
Effective / Efficient Uses of Resources	0	1	2	3	4
Business Oriented Approach	0	1	2	3	4
Business Resource Packaging	0	1	2	3	4

City of Lampasas
COUNCIL QUESTIONNAIRE
SATISFACTION LEVEL - SCOPE AND QUALITY OF CITY SERVICES

	Satisfaction Level				Comments
	No Opinion	Very Dissatisfied	Dissatisfied	Very Satisfied	
Airport / Aviation					
Strategic Planning / Direction	0	1	2	3	4
Relationship With Tenants / Users	0	1	2	3	4
Marketing / Advertising	0	1	2	3	4
Facility Upkeep and Appearance	0	1	2	3	4
Capital Project Management	0	1	2	3	4

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, January 13, 2020**

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
Michael White

Council Members absent:

Delana Toups

City Staff Present:

Finley deGraffenried, City Manager
Christina Marez, City Secretary
Vicki Tower, Asst. City Secretary
Becky Sims, Zoning Administrator/Asst. City Secretary
Yvonne Moreno, Finance Director
Monica Wright, Information Systems Director
Rickie Roy, Public Works Director
Frank Ellett, Building Official
Sammy Bailey, Police Chief
Jody Cummings, Asst. Police Chief
Chuck Montgomery, Police Lieutenant
Fidel Morua, Police Sergeant
Warren Scott, Police Officer
William Cole Nicholas, Police Officer
Robert Gradel, Municipal Court Judge
Jeff Smith, Fire Chief

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

I. Call to order Special Session

Mayor Talbert called the special session to order at 5:32 p.m.

II. Adjourn into Executive Session

Mayor Pro Tem Monroe moved to adjourn into executive session at 5:33 p.m. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Toups absent)

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

Executive session was adjourned at 5:51 p.m.

SPECIAL SESSION

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

Mayor Pro Tem Monroe moved to direct Legal Counsel to negotiate and finalize terms of final order in Central Texas Water Supply Corporation (CTWSC) vs. Kempner Water Supply Corporation (KWSC) and City of Lampasas Cause No. 302,699-C 169th District Court. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Toups absent)

- VI. Adjourn Special Session

Mayor Pro Tem Monroe moved to adjourn the special session at 5:52 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Toups absent)

WORKSHOP SESSION

- 1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:53 p.m.

- 2. Discussion regarding 2020 Council Work Plan

City Manager deGraffenried, explained that this item is placed on the workshop agenda to provide Council with an update regarding identified activities for 2019, including deficiencies. Previous formats have included a tour of selected City facilities and a facilitated work session.

deGraffenried reviewed items that were completed on the Council Work Plan schedule, as well as items still being worked on. He reviewed deficient items such as still needing to work on Council/Community Meetings such as with LISD, County and the Chamber. He also mentioned protecting our assets such as City facilities/signage.

Council asked for a tour of the 580 Sports Complex shop. It was the consensus of Council that a Special meeting be held on February 3, 2020 at 5:00 p.m. to take a tour and discuss the 2020 Council Work Plan in further detail.

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

Mayor Talbert explained that due to Council member Toups not being able to be in attendance this evening and the fact that she is the advocate of the creation of this ordinance, as well as being very passionate about tree preservation, this item will be tabled.

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

Becky Sims, Zoning Administrator/Asst. City Secretary, explained this item was brought before Council at the December 9, 2019 meeting. She explained that due to House Bill 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 the recommended fees for those items were included in Council’s packet. 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, City Staff also took the opportunity to review the fee schedule in its entirety. City 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.

Sims reviewed the following recommended changes:

Chapter 18. Buildings and Building Regulations				
<i>Article I. In General</i>				
Fees for permits, inspections and licenses for chapter 18:				
(a)	Building permit fees:			
(1)	Single-family residence, duplex, apartments, and commercial/institution, and industrial, per square foot of foundation excluding porches.			0.10
(2)	Additions and remodel Fences, Roofs, Accessory Structures, Flatwork, Carports and similar structures.			
	a.	Minimum per permit		\$ 25.00
	b.	Per \$1,000.00 of construction cost		\$ 5.00
	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.	Commercial Projects - \$5.00 per \$1,000.00 of construction cost (material & labor) \$25.00 minimum permit fee	
	(3)		Storage sheds (Pre-built regardless of size)	\$25.00
	(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

Chapter 66. Streets, Sidewalks and Other Public Places				
	(4)		Curb Cut Permit Fee by Resident (prior approval by Street Dept. required)	\$25.00

	(2)		Water tap fees (installed by city)	
		a.	1 inch water tap	\$950.00
		b.	1-inch outside paved surfaces.	Actual Cost plus 10%
		c.	1-inch under paved surfaces.	Actual Cost plus 10%

	d.	2 inch water tap	\$1200.00
	e.	2-inch outside paved surfaces.	Actual Cost plus 10%
	f.	2-inch under paved surfaces.	Actual Cost plus 10%

Residential 5/8 Meter Fee \$250.00 (Plus any materials cost if necessary)

*Taps provided by contractor, otherwise fees are listed above

(i)	Wastewater connection and tap fees:		82-411
(1)	Wastewater connection/ installation 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)	Wastewater tap fees (installed by city)		
	(a)	4-inch (outside paved surface)	Actual Costs plus 10%
	(b)	4-inch (under paved surface)	-Actual Costs plus 10%
	(c)	6-inch (outside paved surface)	-Actual Costs plus 10%
	(d)	6-inch (under paved surface)	-Actual Costs plus 10%

Council member Clark had questions about the tap fees, which Ms. Sims provided the answers to.

5. Discussion regarding amending the start time of the regular City Council Meeting.

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that 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.

After some brief discussion, it was the consensus of Council members that the regular session time be changed to 6:00 p.m.

6. Discussion regarding 2016 CO Update

City Manager deGraffenried reviewed 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.

deGraffenried reviewed the following overhead power point presentation:

- Discussion
- Funding All Alternates
- Mix of Contracted & In-house projects
 - Projects \$6,003,439.00
 - Issue \$6,001,715.00
 - Interest \$ 159,422.00
 - Transfer \$ 467,112.00
 - Balance \$ 654,810.00
- Project Mix
 - Public Facilities 24.4%
 - Parks 17.6%
 - Public Works 58%
- Highlights
 - 3 Park restrooms
 - Improved concession stand at 580 Sports Complex
 - 580 Park shop
 - Riding arena & lights
 - Upgraded pool filtration & disinfection system
 - 580 waterline extension
 - Deer Trail waterline extension
 - Water/Wastewater shop & lab
 - West Avenue E utility extension
 - Coleman waterline PRV's
 - Nix Tank rehab
 - Spring Street pump station upgrade
 - Lift station upgrades
 - Valving
 - Key Avenue to Broad Street/CDBG
 - Drainage assessment
 - Calvert Municipal Building
- Comments and Next Steps
 - Final close-out on W/WW shop & lab
 - Close-out on CDBG
 - Close-out Campbell Park restroom
- CIP Committee review – February 6, 2020
 - CIP Report 2020-2025

- o Council review and prioritization

Council discussion included if some of the monies balance could be used for shading at Hanna Pool, trails and Hostess House improvements.

7. Discussion regarding any item on the regular agenda

There was no discussion.

8. Adjourn Workshop Session

Council member Williamson moved to adjourn the workshop session at 6:24 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Toups absent)

A break was taken before going into regular session.

<p>REGULAR SESSION 7:00 p.m.</p>
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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

- Ceremonial swearing in by Judge Robert Gradel for new City of Lampasas Police Officer
 - William “Cole” Nicholas

Robert Gradel, Municipal Court Judge, administered the Oath of Office to new Police Officer, William Cole Nicholas.

Chuck Montgomery, Police Lieutenant, informed Council that Officer Nicholas started with the City of Lampasas in November as a Police Cadet. He graduated from the Police Academy on December 5, 2019. Originally from Maine and an Army veteran, the City of Lampasas is glad to have him on board.

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

There were no citizen comments.

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

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on December 9, 2019.

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

2.2	Discussion and possible action concerning approval of minutes of the Special Meeting (Open House/Dedication) held on December 16, 2019
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Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Toups absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from December 1, 2019 to December 31, 2019
3.2	Discussion and possible action regarding the monthly Investment Report for November 2019
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.

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

4.0	BOARDS/DEPARTMENT REPORTS
4.1	<ol style="list-style-type: none">1. Utility Billing and Collections Monthly Report2. Public Works Monthly Report for Electric, Streets, Water/Wastewater3. Building Official Monthly Report4. Economic Development Monthly Report5. Fire Department Monthly Report6. Parks and Recreation Monthly Report7. Information Systems Monthly Report8. Library Monthly Report9. Golf Course Monthly Report10. Municipal Court Monthly Report11. City Secretary Monthly Report12. Police Department Monthly Report

Yvonne Moreno, Finance Director, reviewed her report:

- Supervises: Accountant, 4 Utility Clerks and 2 Meter Readers

- She reviewed the Finance Department daily, bi-weekly and monthly responsibilities including, but not limited to, payroll, bank reconciliation, budget, sales tax, fixed assets and accounts payable.
- She reviewed the Utility Clerk daily responsibilities including, but not limited to, utility billing, door tags, work orders, accounts receivables, process NSF checks, bank drafts and deposits.
- She reviewed the Meter Reader daily responsibilities including reading three cycles, 15 routes, remote read – 96% on electric meters and 45% on water meters, fix leaks, and customer contact.
- Average water customers - 3,470
- Average electric customers - 4,682
- Average work orders for Meter Readers per week – 47
- She reviewed the Sales Tax, Hotel/Motel and Property Tax for the last ten years

Council thanked Ms. Moreno for her report and the work of her Department. City Manager deGraffenried also recognized and thanked Ms. Moreno for her work and responsibilities as Finance Director.

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Deer Trail - Rickie Roy, Public Works Director, 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 4th Street. Police Chief, Sammy Bailey, 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 4th Street to a yield sign. Additionally, TxDOT will be moving the stop stripe on 4th 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 Moreno, Finance Director, 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 Roy, Public Works Director, reports that the Avenue 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 Avenue and Broad Street.
- Police Trainings - As part of their ongoing outreach program, Police Chief, Sammy Bailey, 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 2nd.

- 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 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 – City 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, Parks & Recreation Director, indicates the relationship between the Riding Club and the City has been good over the past year.
- Readers' Choice – City 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.

5.2	MAYOR'S COMMENTS
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The Mayor had no comments.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

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

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in workshop session and a Resolution is attached for Council's consideration to change the regular session time from 7:00 p.m. to 6:00 p.m.

Mayor Pro Tem Monroe moved to approve a Resolution to amend the starting time of the Regular Session City Council meeting time to 6:00 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Toups absent)

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.
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in workshop session, as well as at the December 9, 2019 Council meeting. Due to House Bill 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 reviewed with Council during workshop with the recommended fees for those items.

Mayor Pro Tem Monroe moved 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. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Toups absent)

7.3	Discussion and possible action regarding the selection and announcement of winner of the website photo contest.
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Monica Wright, Information Systems Director, explained that there were seven photo entries:

- Entry 1- “Our Beautiful Springs” submitted by Lupe Charping
- Entry 2- “God’s Beauty Over Lampasas” submitted by Susan Croll Zegub
- Entry 3- “All is calm, all is bright” submitted by Tamsyn Creek
- Entry 4- “Third Street Colors” submitted by Ericka Phillips
- Entry 5- “Christmas Time in the Park” submitted by Candice Goggans
- Entry 6- “Pawsitively Merry and Bright” submitted by Taylor Holloman
- Entry 7- “Final Saturday Sunset of the Decade” submitted by Ashlee Cain

Council member Kuehne moved to select Entry 3 “All is calm, all is bright” submitted by Tamsyn Creek as the winner of the website photo contest. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Toups absent)

7.4	Discussion and updates regarding Comprehensive Plan
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City Manager deGraffenried explained that this item was placed on the agenda to recap progress made thus far in compiling data for the Comprehensive Plan and the next steps. He reviewed a report that indicated that the process is approximately 50% complete with work identified in coming months for future direction and implementation steps.

Completed steps included:

- Project initiation meeting – WebEx videoconference – May 8, 2019
- Preliminary project and kick-off schedule – May 29, 2019
- Meeting Group No. 1 – June 19 and 20, 2019
 - City tour
 - 5 Stakeholder meetings
- Deliverables
 - Draft survey and flyer – July 18, 2019
 - Release of survey – August 13, 2019
- Meeting Group No. 1a – August 28, 2019
 - 2 Stakeholder meetings
 - CPAC (Advisory Committee meeting #1)
- Meeting Group No. 2 – August 29, 2019
 - Open House – Public Workshop
- Survey closed – September 16, 2019
- Deliverables
 - Survey results – September 19, 2019

- Meeting No. 3 – October 22, 2019
 - CPAC (Advisory Committee meeting #2)
- Deliverables
 - Technical Plan – October 22, 2019

deGraffenried advised that the next CPAC meeting is tentatively scheduled for February 12, 2020 but after confirmation, notice will be provided.

Adjourn

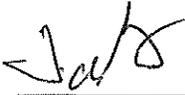
Council member Williamson moved to adjourn the meeting at 7:24 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried. (Toups absent)

PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary


City Manager

ITEM NO. 3.1

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

Subject:

Discussion and possible action regarding approval of the second 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 27, 2020

Procurement and Funding Statement:

Attachments: Fee Schedule, Ordinance, Sample of Fee Comparison

Summary Statement:

This is the second reading of an Ordinance.

Recommendation:

To consider a motion to approve the second 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. 11609

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.

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 13th day of January 2020.

READ and ADOPTED on Second Reading on the 27th day of January 2020.

APPROVED:

Misti Talbert, Mayor

ATTEST:

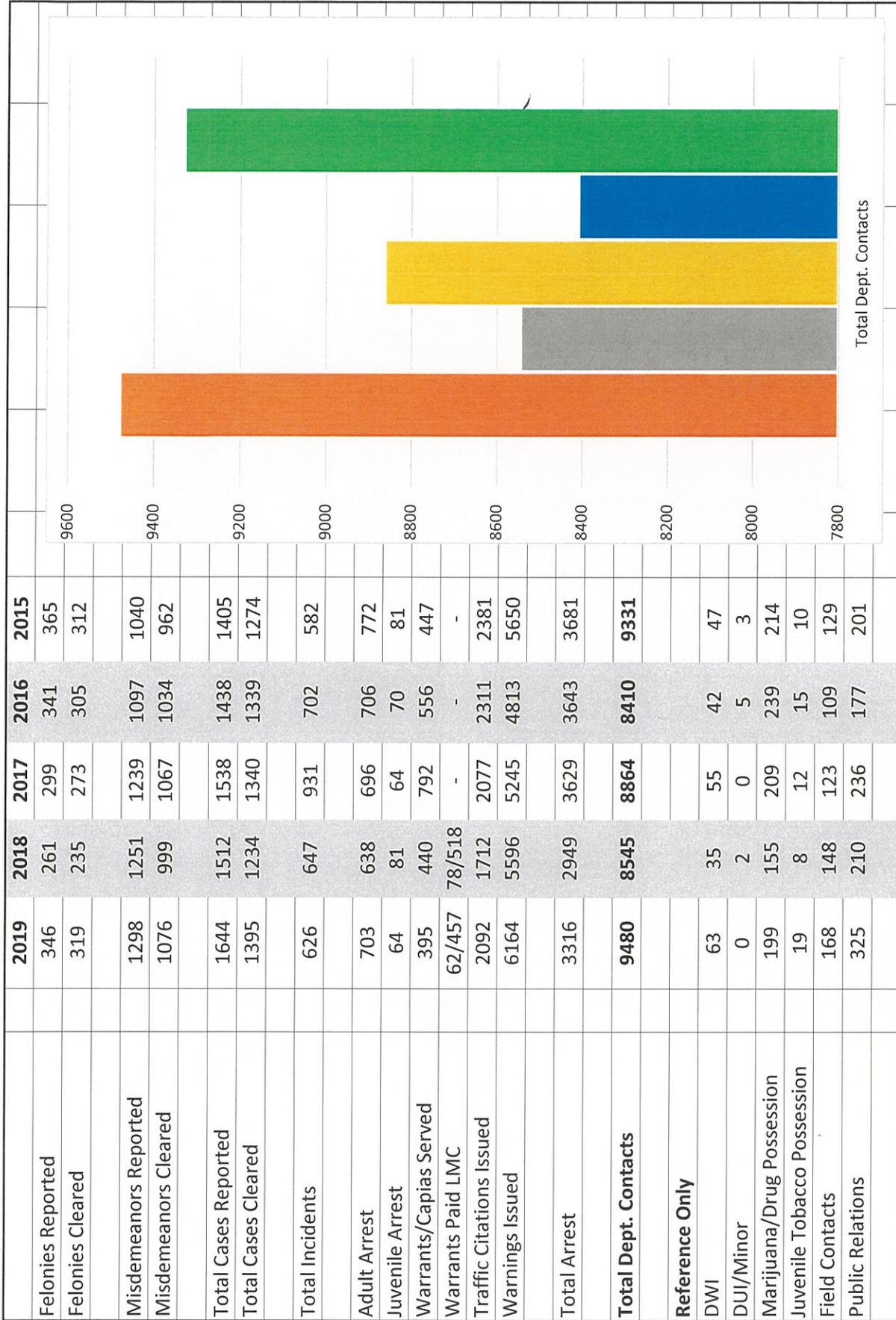
Christina Marez, City Secretary

APPROVED AS TO FORM:

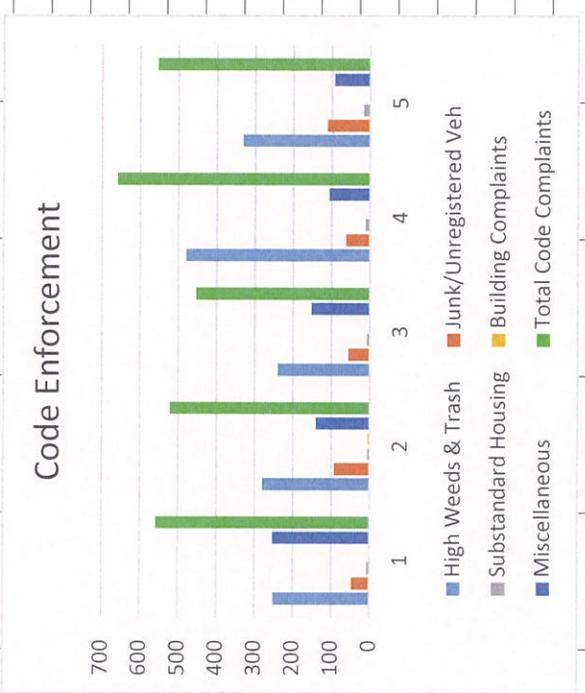
Jo-Christy Brown, City Attorney

(Signature of Attorney Provided on Separate Page, to be Attached)

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	2019	2018	2017	2016	2015
Accidents					
Minor	270	239	285	294	259
Major	30	27	20	25	27
Fatal	0	0	0	0	0
Total	300	266	305	319	286
Population/ 6681 less than 1%					
Code Enforcement					
High Weeds & Trash	251	279	239	479	331
Junk/Unregistered Veh	46	92	55	62	111
Substandard Housing	7	5	7	11	17
Building Complaints	2	4	0	1	2
Miscellaneous	252	140	152	106	93
Total Code Complaints	558	520	453	659	554
Daily Activities:					
Calls For Service	12309	12422	11271	13680	12338
Telephone Calls Rec'd	63175	24734	23258	23404	23673
Escorts	884	926	870	844	869
Motorist Assist	645	622	644	699	696
Emergency Order of Detention	13				
Behavioral Crisis	64				
911 Calls	2710	2819	2241	2105	1434
Text to 911	0				
Open Records Request	398				
Animal Control					
Animal CFS & Follow Ups	2033	2088	2126	2198	2348
Animal Impounds	688	552	639	576	632
CPAAA Volunteer Hours	1025	367.1			
Animal Shelter					
Dogs	525	634	720	726	830
Cats	684	749	973	1207	1373
Other	12	80	45	85	57



To: Finley deGraffenried, City Manager
From: Sammy Bailey, Chief of Police
Date: January 7, 2019
Ref: City Council December 2019 Monthly Report

December is a busy month with the extra event duties. To name a few, these include; the Tri-County Toy Run, Carol of Lights, Community Christmas Luncheon, Winter Weather training, Christmas on the Creek, City Hall Open House, Taser Training, Asst. other Agency with Interviews, KCYL talk show, and we provided football game security. The Citizen Police Academy Alumni Association participated in many of the events with us. The Department completed FEMA ICS 200-700.

The two Cadets graduated and were placed into their respective field training programs, both did well during December.

- 886 calls for service in December, 884 in December 2018. Many of these calls involved family violence and assaultive type offenses
- We had 177 total arrest, which is down by 17 compared to December 2018. .
- Department contacts for December 2019 were down from 574 December 2018 to 551 in 2019.
- DWI arrest for December 2019 were 7 as compared to 2 December 2018.
- Drug Possession arrest December 2019 were 12 as compared to 16 December 2018.
- We had 15 Field Contacts December 2018 and 7 December 2019.
- Public Relations were up from 8 to 31
- 31 accidents December 2019 as compared to 21 accidents December 2018.
- December 2019 we had an increase in 911 calls; 210 compared to 190 December 2018.
- Code Enforcement had a decrease in complaints with 22 December 2019 and 30 December 2018.
- Animal Control had an increase with 146 calls December 2019 as compared to 117 December 2018, and 41 Animal Impounds with only 29 in December 2018.
- Records completed 18 open records request December 2019.
- Citizen Police Academy Alumni Association worked 273.75 volunteer hours as compared to 76.25 in December of 2018.
- The Lampasas Animal Shelter cared for 103 additional animals during December.

	December-19	YTD	12/2018 YTD
ACCIDENTS:			
MINOR ACCIDENTS	28	270	239
MAJOR ACCIDENTS	2	30	27
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	30	300	266
CODE ENFORCEMENT:			
HIGH WEEDS & TRASH	6	251	279
JUNK / UNREGISTERED VEHICLES	2	46	92
SUBSTANDARD HOUSING	0	7	5
BUILDING COMPLAINTS	0	2	4
MISCELLANEOUS	14	252	140
TOTAL CODE COMPLAINTS	22	558	520
DAILY ACTIVITIES:			
CALLS FOR SERVICE	884	12309	12422
TELEPHONE CALLS RECEIVED	4856	63175	24734
ESCORTS	59	884	926
MOTORIST ASSISTS	47	645	622
EMERGENCY ORDER OF DETENTION	1	13	
BEHAVIORAL CRISIS	10	64	
911 CALLS	210	2710	2819
TEXT TO 911	0	0	
OPEN RECORD REQUESTS	18	398	
*Beginning March 2019 we were given access to electronic 'calls received' counts vs hand-tallied counts (Jan / Feb adjusted)			
ANIMAL CONTROL:			
ANIMAL CFS & FOLLOW UPS	146	2033	2088
ANIMAL IMPOUNDS	41	688	552
CPAAA VOLUNTEER HOURS:	273.75	1025.00	367.10

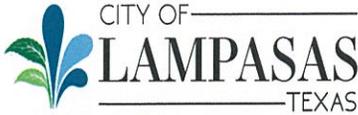
WARRANT TOTALS

(This page includes only information on Class C LMC Warrants received at LPD - No other warrants are tallied)

	Dec-19	YTD	12/2018 YTD
WARRANT TOTALS:			
LMC WARRANTS ISSUED	0	744	941
LMC WARRANTS RECALLED	29	636	1964
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	18	359	381
LMC WARRANTS PAID AT LMC / PD	0	5	51

	Dec-19	YTD	08/2018 TO YTD
WARRANT \$ AMOUNTS:			
LMC WARRANTS ISSUED	\$0.00	\$473,604.90	\$209,394.70
LMC WARRANTS RECALLED	\$16,110.35	\$354,206.57	\$126,645.52
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$11,159.60	\$229,097.38	\$95,303.86
MONEY COLLECTED AT PD	\$0.00	\$2,833.37	\$3,741.50

Report Prepared by Kelli Sanguinet 01/06/2020



Finance/Utility Billing & Collection

MEMO

Date: January 8, 2020

To: Finley deGraffenried, City Manager

W From: Yvonne Moreno, Finance Director

RE: Monthly Report for December 2019

Finance Department:

- * Closed out FY 2018-2019 and installed budget for FY 2019-2020
- * Completed year end journal entries.
- * Gathering information for Auditors for audit on January 21st.
- * 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 December was \$1,191.43
- * Sales Tax for December was \$163,225 which is an increase of 4.86% from December of 2018.
- * Reconciled 18 bank accounts
 - Processed 259 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for December 2019 was 3.52% higher than was billed in December 2018. The Water billing for December 2019 was 12.62% higher than what was billed in December 2018.
- December Statistics for the department:

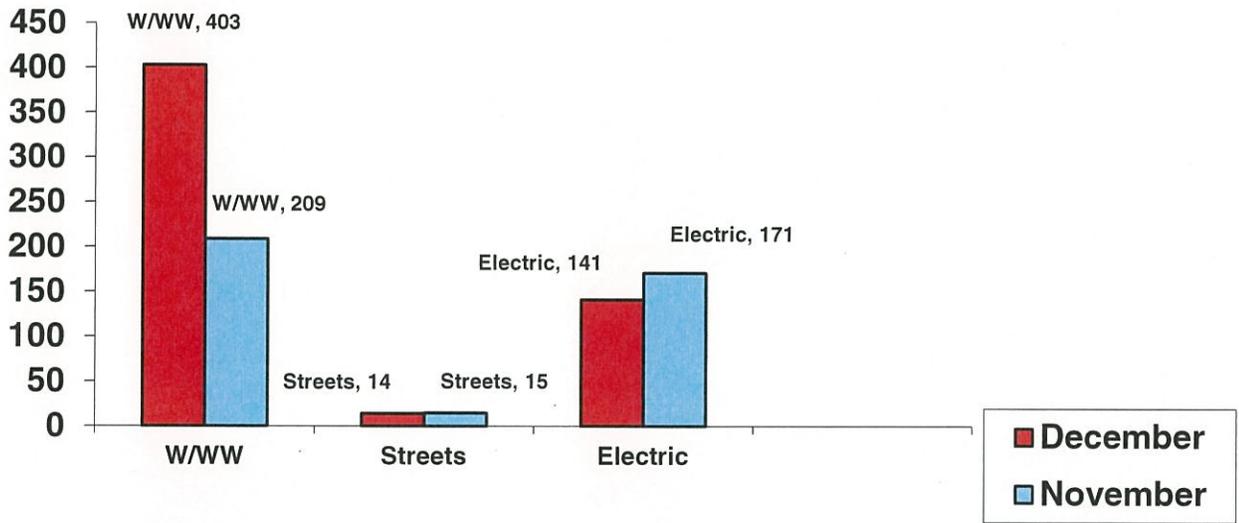
Total Water Customers	3,490
Total Wastewater Customers	2,780
Total Electric Customers	4,885
Residential Garbage Customers	2,653
Connects:	36
Disconnects:	33
Read In/Read Out:	23
Disconnects for Non-Pay:	7 (reconnected 2)



Public Works

JANUARY 2020

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



Work Order Summary:

Received: 558

Completed: 248

Voids: 5

Monthly Report



To: Rickie Roy, Public Works Director
From: Van Sims, W/WW Operations Manager
Date: January 10, 2020
Re: December 2019 Monthly Report

Water/Wastewater
Department

Summary of Activities

- ***Operation of Water Distribution System***
 1. Repaired 7 water leaks.
 2. Made 1 new water tap.
 3. Completed required monthly flushing.
 4. Conducted all required water testing; recorded and logged data.
 5. Deer Trail project substantially complete.

- ***Operation of Wastewater Collection System***
 1. Cleared 10 sewer stoppages.
 2. Serviced Windsor waste line.
 3. Repaired 2 sewer mains.
 4. 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 -403
- Utility Locates -34
- Customer Service Calls -14

Location	Name	Date	Start Time	End Time	Time Flushed	GPM	Gallons Flushed	Pre Cl2	Post Cl2	Nitrite
Sunrise Hills	de	12/16/19	10:25	10:40	15	800	12,000	3.4	3.4	
Dawns Peak	de	12/16/19	10:00	10:20	20	800	16,000	2.7	2.7	
Santa Fe Square	de	12/20/19	8:15	8:40	25	800	20,000	4	4.0	
Country Inn	de	12/18/19	10:35	10:50	15	700	10,500	3.2	3.2	
281 South/ High School	de	12/19/19	8:45	9:10	25	1100	27,500	3	3.0	
Golf Course	de	12/20/19	9:00	9:20	20	500	10,000	3.6	3.6	
6th/ Rice	de	12/18/19	2:10	2:30	20	800	16,000	3.1	3.1	
6th/ Sumac	de	12/18/19	1:40	2:00	20	500	10,000	3.1	3.1	
West 4th St.	de	12/16/19	9:00	9:20	20	500	10,000	2.5	2.5	
Cr. 1024	de	12/17/19	1:10	1:40	30	700	21,000	2.4	2.4	
Cr. 1025	de	12/17/19	12:30	1:00	30	500	15,000	1.6	1.6	
2nd @ Spring St.	de	12/16/19	3:30	3:50	20	700	14,000	1.3	1.3	
North @ Porter	de	12/18/19	2:10	2:30	20	500	10,000	1.1	1.1	
Landon @ 3rd	de	12/19/19	11:50	12:15	25	500	12,500	2	2.0	
2 Park Place	de	12/17/19	2:50	3:30	40	75	3,000	2.2	2.2	
Deer Trail	de	12/20/19	9:40	10:15	35	700	24,500	2.5	2.5	
Antelope Ln. 1	de	12/17/19	2:00	2:30	30	800	24,000	2.6	2.6	
Antelope Ln. 2	de	12/18/19	1:10	1:30	20	700	14,000	1.7	1.7	
Sports Park	de	12/16/19	11:00	11:40	40	700	28,000	2.3	2.3	
580 W	de	12/17/19	8:05	8:40	35	700	24,500	2.2	2.2	
Cr. 1048	de	12/18/19	9:00	9:20	20	700	14,000	1.9	1.9	
Cr. 1049/ Apache	de	12/19/19	12:50	0	35	500	17,500	1.8	1.8	
Cr.1045	de	12/18/19	9:30	0	30	500	15,000	1.5	1.5	
904 N. Key Ave	de	12/17/19	10:55	11:30	35	800	28,000	1.8	1.8	
Hoffpauir Ford	de	12/20/19	10:30	11:00	30	700	21,000	3	3.0	

203 E. Ave J	de	12/16/19	2:40	3:20	40	500	20,000	3.2	3.2	
Cr. 3400	de	12/17/19	9:00	10:40	100	75	7,500	1.2	1.2	
Hackberry	de	12/19/19	3:10	3:50	40	500	20,000	2.6	2.6	
North McLean	de	12/16/19	2:05	2:30	25	900	22,500	3.2	3.2	
Cr. 3421	de	12/19/19	10:00	10:40	40	35	1,400	3	3.0	
Cr. 3420 # 2	de	12/16/19	1:00	1:50	50	45	2,250	2.6	2.6	
Donovan St.	de	12/19/19	10:55	10:58	3	900	2,700	2.5	2.5	
501 E North/ Hanna Pool	de	12/19/19	9:25	9:45	20	700	14,000	1.6	1.6	
Live Oak/ 7th	de	12/19/19	11:10	11:40	30	1000	30,000	1.2	1.2	
Ave B @ Ridge	de	12/17/19	11:40	12:17	37	700	25,900	1.5	1.5	
Ave A @ Broad	de	12/19/19	2:40	3:00	20	700	14,000	1.3	1.3	
Brown St.	de	12/20/19	2:00	2:25	25	800	20,000	3.8	3.8	
8th @ Broad	de	12/18/19	3:10	3:40	30	800	24,000	2.1	2.1	
4th @ Howe	de	12/18/19	2:45	3:00	15	500	7,500	2.4	2.4	
4th @ Arnold	de	12/18/19	8:05	8:30	25	500	12,500	2.4	2.4	
9th @ Broad	de	12/19/19	7:50	8:20	30	800	24,000	2.2	2.2	
1st @ Howe	de	12/19/19	1:40	2:00	20	500	10,000	1.4	1.4	
Sports Park Sample Station							131,400			
183 Sample Station							871,900			
Aaron Flushing							1,560,000			
Total							3,239,550			

Memo  CITY OF
LAMPASAS
TEXAS

To: Rickie Roy
From: Carlos Garcia
Date: Friday, January 03, 2020
Re: December Monthly

Street Department

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 = 14, Total Complete = 9, Total Outstanding = , Total Void = 5

For the month of January, 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: January 2, 2019
Re: December Activities

Electric Department

This month's activities involved:

- Received a total of 141 work orders and completed 65.
- Replaced 2 poles on inspection list, installed underground to new water/waste water building, and installed underground to new Assisted Living building on south Hwy 281, sent one employee to Electric Power Principles class in Bryan and did 86-meter swaps
- McCoys Tree Surgery has completed the first section
- Connected: 2 upgrades, 4 new services, and 6 temps
- Set 5 poles: 5 replaced to upgrade bad poles
- Overtime: Received 7 callouts – 2 refused line (animal contact), 1 installed blue light on water tower, 1 Carol of Lights, 1 structure fire, 1 no power (replaced transformer) and 1 transformer hit by vehicle (hit telephone pedestal)
- Activities for the Year 2019 - 2020:
- Pole Inspection replacement: total 389 poles, have replaced 265 poles
- Stone Valley: Set poles on Fieldstone Drive (45% complete)
- Burger King: Complete
- Assisted Living Hwy 281 South: Set transformer and installed primary underground (90% 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)

Lampasas Fire Department

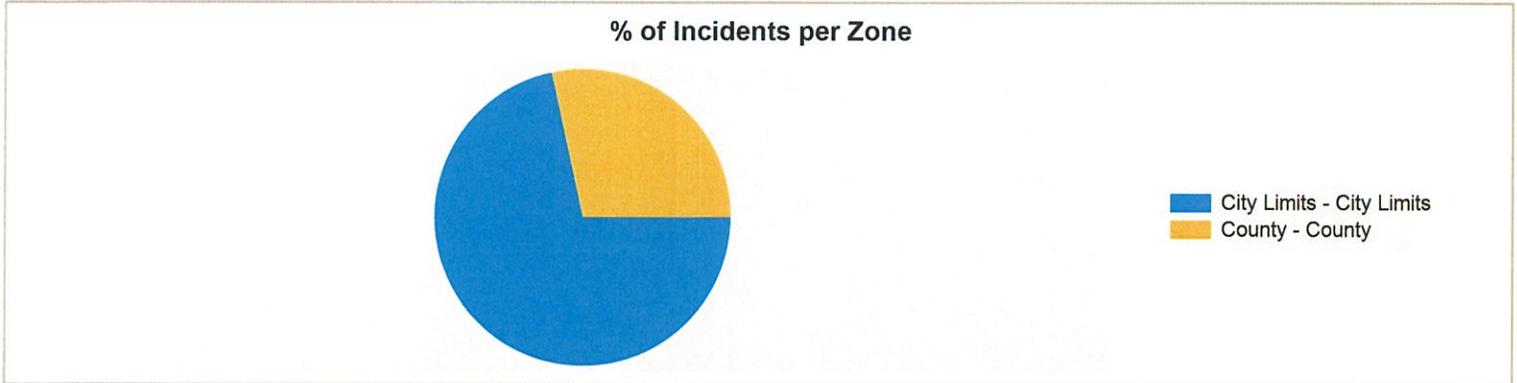
Lampasas, TX

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Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 12/01/2019 | End Date: 12/31/2019



INCIDENT TYPE	# INCIDENTS	% of TOTAL
City Limits - City Limits		
100 - Fire, other	1	0.92%
112 - Fires in structure other than in a building	1	0.92%
113 - Cooking fire, confined to container	1	0.92%
123 - Fire in portable building, fixed location	1	0.92%
311 - Medical assist, assist EMS crew	49	44.95%
324 - Motor vehicle accident with no injuries.	13	11.93%
412 - Gas leak (natural gas or LPG)	1	0.92%
440 - Electrical wiring/equipment problem, other	1	0.92%
445 - Arcing, shorted electrical equipment	1	0.92%
460 - Accident, potential accident, other	1	0.92%
561 - Unauthorized burning	1	0.92%
611 - Dispatched & cancelled en route	2	1.83%
651 - Smoke scare, odor of smoke	1	0.92%
700 - False alarm or false call, other	3	2.75%
746 - Carbon monoxide detector activation, no CO	1	0.92%
Zone: City Limits - City Limits Total Incident:	78	71.56%
County - County		
111 - Building fire	1	0.92%
114 - Chimney or flue fire, confined to chimney or flue	1	0.92%
122 - Fire in motor home, camper, recreational vehicle	1	0.92%
130 - Mobile property (vehicle) fire, other	1	0.92%
131 - Passenger vehicle fire	1	0.92%
140 - Natural vegetation fire, other	2	1.83%
142 - Brush or brush-and-grass mixture fire	2	1.83%
143 - Grass fire	1	0.92%
311 - Medical assist, assist EMS crew	6	5.50%
322 - Motor vehicle accident with injuries	1	0.92%
324 - Motor vehicle accident with no injuries.	7	6.42%

Report shows count of incidents for Status selected.



Handwritten signature

412 - Gas leak (natural gas or LPG)	1	0.92%
480 - Attempted burning, illegal action, other	1	0.92%
561 - Unauthorized burning	1	0.92%
611 - Dispatched & cancelled en route	3	2.75%
651 - Smoke scare, odor of smoke	1	0.92%
Zone: County - County Total Incident:	31	28.44%
TOTAL INCIDENTS FOR ALL ZONES:	109	100%

Report shows count of incidents for Status selected.



Lampasas Fire Department

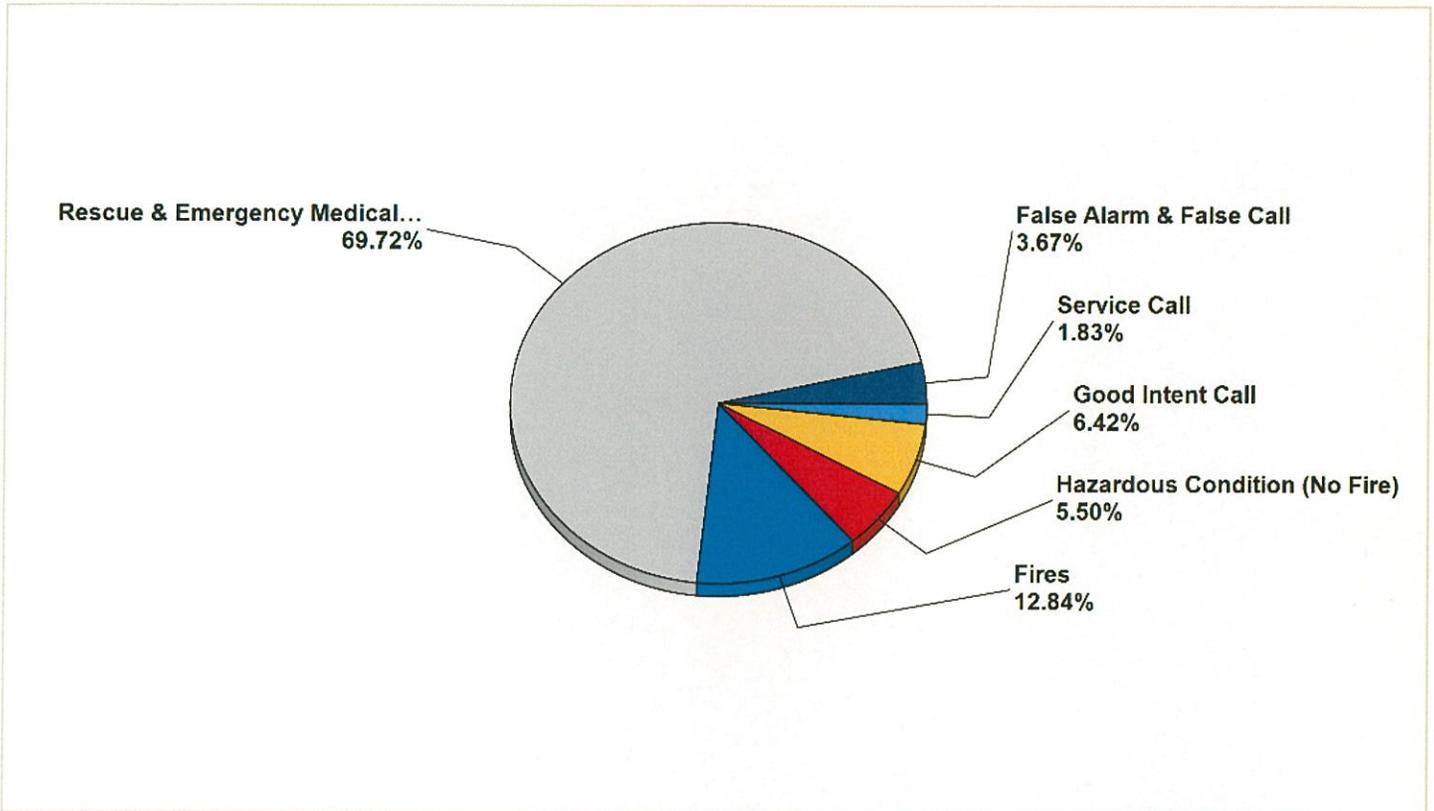
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2019 | End Date: 12/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	14	12.84%
Rescue & Emergency Medical Service	76	69.72%
Hazardous Condition (No Fire)	6	5.50%
Service Call	2	1.83%
Good Intent Call	7	6.42%
False Alarm & False Call	4	3.67%
TOTAL	109	100.00%

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



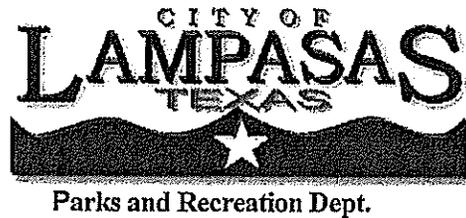
Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.92%
111 - Building fire	1	0.92%
112 - Fires in structure other than in a building	1	0.92%
113 - Cooking fire, confined to container	1	0.92%
114 - Chimney or flue fire, confined to chimney or flue	1	0.92%
122 - Fire in motor home, camper, recreational vehicle	1	0.92%
123 - Fire in portable building, fixed location	1	0.92%
130 - Mobile property (vehicle) fire, other	1	0.92%
131 - Passenger vehicle fire	1	0.92%
140 - Natural vegetation fire, other	2	1.83%
142 - Brush or brush-and-grass mixture fire	2	1.83%
143 - Grass fire	1	0.92%
311 - Medical assist, assist EMS crew	55	50.46%
322 - Motor vehicle accident with injuries	1	0.92%
324 - Motor vehicle accident with no injuries.	20	18.35%
412 - Gas leak (natural gas or LPG)	2	1.83%
440 - Electrical wiring/equipment problem, other	1	0.92%
445 - Arcing, shorted electrical equipment	1	0.92%
460 - Accident, potential accident, other	1	0.92%
480 - Attempted burning, illegal action, other	1	0.92%
561 - Unauthorized burning	2	1.83%
611 - Dispatched & cancelled en route	5	4.59%
651 - Smoke scare, odor of smoke	2	1.83%
700 - False alarm or false call, other	3	2.75%
746 - Carbon monoxide detector activation, no CO	1	0.92%
TOTAL INCIDENTS:	109	100.00%

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 22, 2020
Re: Monthly Report December 2019

PARKS

The parks department spent the majority of December repairing and installing Christmas decorations, prepping for new restroom in Campbell Park, prepping for and assisting with Christmas on The Creek event in Brook Park, tree stump removal in several parks, mowing and weed eating, performing equipment maintenance, cutting up and hauling away fallen and diseased trees, repairing water leaks, cleaning up minor storm damage and debris in Brook Park, 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, leveling low spots on sports fields, purchased and applied pre emergent for weed control, tree trimming, began striping soccer fields for practice sessions, made plumbing and irrigation repairs, 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

A handwritten signature in black ink, appearing to be "S. Eicher", is written over the page number.

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

I) Regular Personnel Hours Available: 960.00

LESS:

A)	Vacation Leave	42.50
B)	Sick Leave	2.00
C)	Supervision/Training	72.00
D)	Holiday	96.00
E)	Other (PERSONAL DAYS)	16.00

SUB-TOTAL 228.50

PLUS:

A)	Over Time	54.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 54.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 785.50

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	214.00
Carol of Lights	30.00
Christmas on the Creek OT	12.00
Other:	
Sub-total Hours on Projects:	256.00

IV) Department Operations and Maintenance for the Month.

Cleaning Parks	139.00
Airport Maint.	23.00
Mowing/Weed eating	36.50
Building and Grounds	134.00
Equipment/Vehicles/Shop	125.00
Office/Meetings	72.00
Sub-total Hours on Projects:	529.50

TOTAL HOURS FOR DEPARTMENT 785.50

V) Department's Proposed Projects for next Month

Total Estimated Hours on Proposed Projects:	0.00

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

I) Regular Personnel Hours Available: 480.00

LESS:

A)	Vacation Leave	32.00
B)	Sick Leave	8.00
C)	Supervision/Training	
D)	Holiday	48.00
E)	Other (?)	8.00

SUB-TOTAL 96.00

PLUS:

A)	Over Time	10.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 10.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 394.00

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.

Replace Metal Trash Cans w/ Plastic Barrels at Gavin	16.00
Other:	

Sub-total Hours on Projects: 16.00

IV) Department Operations and Maintenance for the Month.

Cleaning Fields	90.00
Turf Management	80.00
Mowing/Weed eating	60.00
Building and Grounds	63.00
Equipment/Vehicles/Shop	77.00
Office/Meetings	8.00

Sub-total Hours on Projects: 378.00

TOTAL HOURS FOR DEPARTMENT 394.00

V) Department's Proposed Projects for Next Month

Aerate Sports Fields	24.00
Apply Pre Emergent to 580 Sports Complex Fields	8.00

Total Estimated Hours on Proposed Projects: 32.00

Memo

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



Oak Hill Cemetery

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		
TOTAL HOURS AVAILABLE FOR THE MONTH:			398

Department Summary of Work Orders for the Month

Received	Completed	Outstanding	Void	Hours
----------	-----------	-------------	------	-------

Department Projects for the Month

	0	0		
	0	0		
	0	0		
Sub-total Hours on Special Projects:			0	

Department Operations and Maintenance for the Month

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

OTHER

OHCA Mtg	2		
	0		
	0		
Sub-total Other			2

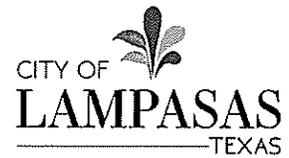
TOTAL HOURS FOR DEPARTMENT **398**

Department's Proposed Projects for next Month

	0		
	0		
Total Estimated Hours on Proposed Projects:			0

Memo

To: Finley deGraffenried, City Manager
 From: Monica Wright, Director of Information Systems
 Date: Thursday, January 2, 2020
 Re: December 2019 Monthly Report



Information
Systems

IT Service Tickets:

December 2018	December 2019	
191	276	+85 Service Tickets

Social Media Stats:

	December 2018	December 2019	
Facebook Followers	5,263	5,814	+551 FB page followers
Twitter Followers	367	485	+118 Twitter followers

Website Payments:

	December 2018	December 2019	
City Utility	319 \$103,103.87	381 \$117,749.35	+62 online payments +\$14,645.48
Municipal Court	31 \$6,356.52	36 \$7,238.10	+5 online payments +\$881.58

Website Stats:

	December 2018	December 2019	
Page Visits	5,686	7,819	+2,133 visits
Page Views	12,820	15,842	+3,022 page views
Downloads	923	1,089	+166 downloads

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)
- Replace outdated Utility receipt printers (FY 19-20)

December Projects:

- IT Building improvements/maintenance
- Civic Clerk project timeline/attend staff meetings
- WWW building walk thru: 12-5
- Scheduled onsite day for fiber termination at WWW: 1-21
- Configured new WWW switch for new building
- Obtained quote for Windows 7 upgrade licenses/purchased
- Obtained quote for replacement PCs/purchased
- Sent PD Patrol Toughbook in for warranty repair
- Created audio archive on website/archived council audio on website
- Configured/installed replacement Patrol PC
- Configured/replaced replacement (2) Utility computers
- Obtained quote/purchased/installed replacement WWW color laser printer
- Obtained quote/renewed WG WAP software
- Firmware updates on network hardware

January Projects:

- Schedule phone vendor to terminate/transfer phone line at WWW building
- Install switch at new WWW building
- Add WWW building PC's to City network
- Configure WWW backups/add to CH NAS
- Fiber vendor onsite to terminate fiber at WWW: 1-21
- Install/implement employee Cyber Security training
- Upgrade all Windows 7 PC's to Windows 10 Pro
- Configure/install replacement PD patrol printer
- Assist WG Video vendor with replacement PD WG Server installation: 1-13/15
- Configure/replace Appriss TDEX PD PC
- Configure/install replacement PCs
- Run network cable/terminate at IT Building
- Install Cat 6 jack terminations/wall plates at IT Building
- Approval process of Civic Plus Civic Clerk project/train staff
- IT Building improvements
- Install patch panel in IT server rack at IT Building
- Relocate IT inventory to IT Building
- Assist staff w/ MyGov permitting software
- Terminate data cables in PD patrol bay
- Install replacement 100ft fiber patch cable at Old City Hall
- Configure/install network management software
- Run Cat 6 cable for cameras at Old City Hall
- Configure/install cameras at Old City Hall

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

DECEMBER 2019

Circulation	We circulated 4,822 items in December, which is up 5.8% from November (4,556). The library was closed December 6 for staff development, as well as December 24 & 25 for the Christmas holiday. We also closed early (2pm) on December 31, along with other City offices.
Door Count	The December door count (3,455) was down just .5% from last month. Again, we were closed a few days and then closed early on another day.
Internet Usage	Internet usage (470) was up 9.8% from November (428).
Wifi Usage	We had 238 distinct clients use the public wifi in December, which is down 2.9% from November. There was an average of 15 users per day, which is the same as last month.
Text Interactions	We communicated, via text messages, with 111 unique phone numbers in December, which is up 12.1% from November (99). We sent/received a total of 654 messages, which is up 14.3% from last month (572).
December Programs	We offered 8 programs in December (vs. 14 in November), which included a story time, two days of "Operation: Save Christmas!" escape room, How Pinteresting!, 42 Club, Spanish for Kids, and Spanish 101.
Program Attendance	Total attendance for December programs was 89, down 41.4% from November (152).
Upcoming Programs	January programs include two story times, Cornelia Key Book Club, How Pinteresting!, Spanish 101 (for adults), STEAM Day (tower challenge), Books & Badgers, Chess Club (4 dates), 42 Club, and a booksigning with Greg Smith (<i>An Arduous Journey</i>).
Sidewalks	The sidewalks were installed on December 23, and the Little Free Library was re-installed on January 2. The Foundation can now continue with their plan for the park area.

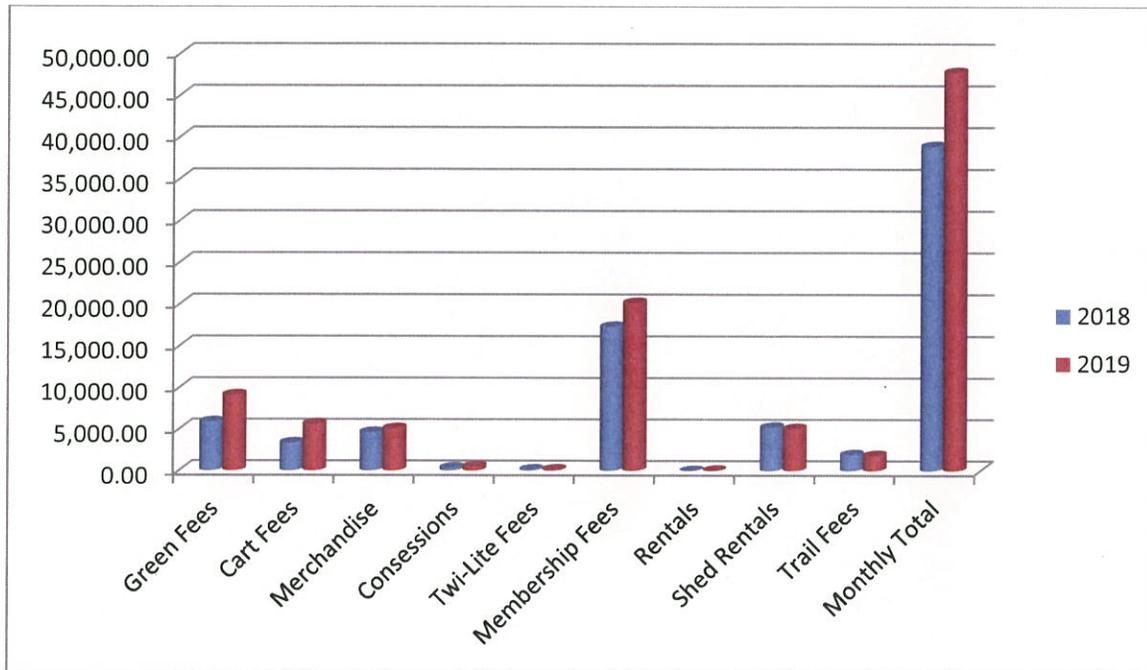


Memo

To: Finley deGraffenied, City Manager
From: Van Berry, Golf Course Manager
cc: City Council Members
Date: January 13, 2020
Re: Monthly Report, December 2019

- Normal daily and weekly mowing of the greens, tees, rough and fairways.
- Applied 800 lbs. of Gypsum on the greens.
- Sprayed the greens with KERB (pre-emergence) to prevent poa annua from germinating.
- Replaced all the 2 x 6 flooring on the wooden bridge on #6, this is the bridge that can be seen from Naruna Road. We will also be staining the bridge in the next few weeks.
- We are having issues with our irrigation station again; the system is shutting down on low discharge after about an hour after everything waters. Dan dug down beside the 6" steel pipe on the discharge side of the system and found a couple of spots that were rusted and slightly leaking. We are going to replace that pipe with C900 PVC. We are also going to replace the pump on our jockey pump. The jockey pump is a smaller pump that keeps pressure on the system.
- I received a phone call from the Killeen Daily Herald and Hancock Park Golf Course was voted "Best of the Best" golf course in Central Texas. We are very proud of this and I especially want to thank the grounds crew, they keep the golf course in excellent condition and take personnel pride in the appearance of the golf course.

Hancock Park G.C. December Revenue Comparison 2018 and 2019



Memo



To: Finley deGraffenried, City Manager, Honorable Mayor and City Council
From: Lewann Turner, Court Clerk
Date: Thursday, January 23, 2020
Re: Monthly Report December 2019

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	109
Convictions	64
Compliance Dismissals	48
Hrs. Community Service Completed	341
Total Dollar Amount CS	\$4,261.37
Waived for Indigency	\$2,946.43
Total Collected	\$27,594.25
Total kept by City	\$19,483.22

CITY SECRETARY DEPARTMENT/ DECEMBER 2019 MONTHLY REPORT

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
- Assist, as needed, with the Building & Planning Department
- Attend weekly Director's meetings; attended and took minutes of December 9, 2019 regular Council meeting and the Special Council meeting/Old City Hall dedication on December 16, 2019
- Posted the Notice to File posting for the May 2, 2020 General Election
- Coordinated with LISD HR Director and County Elections Administrator on the renewal of agreements for joint election
- Processed (8) Open Records Requests; does not include those that Becky or Vicki may have responded to
- Coordinated the Board/Commission Appreciation Dinner to be held on January 28, 2020
- 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 Zoning Board of Adjustments meeting held on December 17
- Attended the December 9, 2019 regular Council meeting

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 the December 9, 2019 regular Council meeting and the December 16, 2019 Special Council meeting/Old City dedication

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.

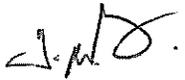
City of Lampasas

M E M O

To: Mayor and City Council
 From: Finley deGraffenried
 Re: Manager's Report
 Date: 24 January 2020

- Sanitation Contract** The City's contract for solid waste collection with Waste Connections is due to expire in May. The contract includes a provision for a 5 year extension, under the same terms, providing 60 day notice is given. Issues with service has been infrequent and the contractor has been responsive to address the same. Staff seeks Council input on providing notice for the extension, to be formally considered at a future meeting.
- WCID** Although the WCID meeting conflicts with the City's Board appreciation dinner, Paul Wilborn wanted to encourage attendance, even if just for the last portion of the presentation. The final speaker will discuss classifications of the dams and potential upgrades that may be necessary. The meeting will be held at the Old Middle School.
- Outdoor Burning** Chief Smith and the Fire Marshall are in the process of reviewing outdoor burning regulations within the City for placement on a future Workshop agenda. Although no significant issues have been identified with our current procedures, Jeff would like to review and update regulations consistent with TCEQ, and to protect sensitive receptors.
- LEDC** Action at the recent LEDC meeting included engagement of the Retail Coach to update analytics related to leakage, trade area, and general propensities of our market. Additionally, the Board reviewed, and made slight modifications to the Incentive Guidelines and By-Laws. In February the Board will discuss the possibility of implementing a grant program to assist with life-safety code requirements for new businesses locating in older buildings.
- IT Office** Monica reports that renovations are almost complete to the old Council Chambers to accommodate the IT Department. The project is well under budget due to assistance from other departments and the efforts of Monica and Kristy. If time allows, please take the opportunity to call staff for a visit.
- Comp Plan** This week staff met with our consulting team at Halff in preparation for our February 13th meeting. Based on the discussion topics, Council and the Planning Commission were invited in addition to CPAC members. The primary focus of the meeting will be future land use and transportation. In contrast to specific zoning regulations, the future land use map and narratives provide a roadmap on the vision and character of Lampasas. This will likely be the most important and most referred to section of the Comprehensive Plan.

Cooper Spring	Staff has reported over the past year on the lack of progress on the Cooper Spring trail project. The project was initiated by the Cooper Spring Board, which received direct funding for the project through the Texas Parks and Wildlife Department. The project stalled when conditions of the funding were difficult to administer. The City has sought assistance, on the Board's behalf, from our grant writers who have done initial research and prepared a proposal for grant administration. Staff seeks input from Council on placing the item on a future agenda, with Cooper Spring Board members, to discuss the project and possible assistance.
Kick-off Meetings	This week staff met with engineers from Jones-Heroy to discuss starting points and needed information for two projects. Jones will be conducting an assessment of the City's pre-treatment plant including effluent quality, flows, and interceptors. The deliverables will likely include operational and equipment recommendations. Additionally, staff and consultants discussed the process for assessment of the western/upper pressure plane. Based on the request for information, it should be a very complete and comprehensive study and recommendation.
Free Chlorine	As previously reported, the City will be participating with Kempner Water Supply and Central Texas Water in the change to free chlorine beginning February 15 th . It has been several years since Kempner and the City participated in the change, which is beneficial to the distribution system. The temporary burn will last through March 15 th .


City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action regarding Lampasas County Chamber of Commerce & Visitor Center 4th Quarter Report.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: January 21, 2020

For the Agenda of: January 27, 2020

Procurement and Funding Statement:

Annual HOT Fund Operating Budget for Chamber of Commerce & Visitors Center

Attachments: Quarterly Report

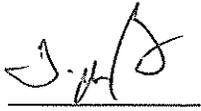
Summary Statement:

Lampasas County Chamber of Commerce & Visitor Center is requesting reimbursement in the amount of \$11,349.66 for their 4th Quarter Report. Melissa Unger will be in attendance to present the quarterly report and answer any questions.

Recommendation:

Motion to accept Lampasas County Chamber of Commerce & Visitor Center 4th Quarter Report.

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City ManagerITEM NO. 7.2

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

Subject:

Discussion and possible action regarding an Ordinance calling for a General Election to elect the expired terms of the Council Members Places Three, Four, and Five for the City Council of the City of Lampasas, Texas to be held on the 2nd day of May, 2020; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials

REQUESTED BY: Christina Marez, City Secretary

SUBMITTED BY: Christina Marez, City Secretary

DATE SUBMITTED: January 23, 2020 FOR THE AGENDA OF: January 27, 2020

Procurement and Funding Statement:

Not applicable

Attachments: Ordinance

Summary Statement:

This ordinance calls the May 2, 2020 General Election as required by State Law. It establishes polling places and appoints judges and clerks.

The Council Member Places up for election are as follows:

Place 3	Chuck Williamson
Place 4	Cathy Kuehne
Place 5	Mike White

Recommendation:

Motion to approve the first reading of an Ordinance calling for a General Election to elect the expired terms of the Council Members Places Three, Four, and Five for the City Council of the City of Lampasas, Texas to be held on the 2nd day of May, 2020; Providing for polling times and places; Providing for Early Voting; and Providing for Bilingual Election materials

ORDINANCE NO. _____

AN ORDINANCE CALLING FOR A GENERAL ELECTION TO ELECT THE EXPIRED TERMS OF THE COUNCIL MEMBERS PLACES THREE, FOUR, AND FIVE FOR THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS TO BE HELD ON THE 2ND DAY OF MAY, 2020; PROVIDING FOR POLLING TIMES AND PLACES; PROVIDING FOR EARLY VOTING; AND PROVIDING FOR BILINGUAL ELECTION MATERIALS

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

1. That in accordance with the provisions of the law, the City Council hereby orders an election for Councilmembers Places Three (3), Four (4) and Five (5) of the City Council of the City of Lampasas, Texas, be held on Saturday, May 2, 2020, and the following provisions are made thereof:
 - A. Said election shall be held at the Lampasas County Elections Administrator Office, 407 S. Pecan Street, Suite 102, Lampasas, Texas and Kempner Fire Training Center, 315 Pecan Street, Kempner, Texas
 - B. Elke White is hereby appointed Presiding Judge and Donnis Self as Alternate Presiding Judge; said Presiding Judge shall appoint the necessary clerks to assist her, which shall not exceed five clerks.
 - C. The election polls shall be open between the hours of 7:00 A.M. and 7:00 P.M.
 - D. All notices, instructions, directions and election ballots shall be printed and distributed in the English and Spanish languages.
 - E. Mark Bishop, Elections Administrator, is hereby appointed clerk for early voting, Susie Miller as deputy clerk and the following persons are hereby appointed clerks for early voting:

Janet Walsh, Clerk
Elke White, Clerk
Donnis Self, Clerk
Joy Melder, Clerk
Erlinda Moreno, Clerk, Bilingual
Victoria Dragoo, Clerk, Bilingual

Early voting for such election shall be held at the Lampasas County Elections Administrator Office, located at 407 S. Pecan, Suite 102, in Lampasas, Texas, and said place of early voting shall remain open for at least eight hours on each day for early voting which is not a Saturday, Sunday or an official state or City holiday, beginning on April 20, 2020 and ending on April 28, 2020. Said place of voting shall remain open between the hours of 8:00 A.M. and 5:00 P.M. on each of such days for early voting except for the following dates: Tuesday, April 21, 2020, and

Tuesday, April 28, 2020. On these said dates the place of voting shall remain open between the hours of 7:00 A.M. and 7:00 P.M.

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

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

Presiding Judge	Mark Bishop
Member	Harvey Farish
Member	Debra Farish

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

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

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

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

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

PASSED AND APPROVED this _____ day of _____, 2020.

Date of 1st reading: _____

Date of 2nd reading: _____

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney
(Signature of Attorney Provided on Separate Page to be attached)

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

Subject:

Discussion and possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 2, 2020 General Election

REQUESTED BY: Christina Marez, City Secretary

SUBMITTED BY: Christina Marez, City Secretary

DATE SUBMITTED: January 17, 2020 FOR THE AGENDA OF: January 27, 2020

Procurement and Funding Statement:

\$5,266.90 Estimated cost (See Exhibit C of Attached Agreement); Budgeted Funding: \$6,000.00

Attachments: Contract for Election Services

Summary Statement:

Mark Bishop, Elections Administrator, has agreed to conduct the election again this year. The Contract is the same as last year's with the exception of dates. Early voting will be at the Election Administrator's office, 407 South Pecan, Suite 102. On Election Day, voting locations will be at the Election Administrator's Office, 407 South Pecan, Suite 102 and the Kempner Fire Training Center, 315 Pecan Street, in Kempner, Texas.

As a reminder, the US Supreme Court ruling in June 2013, the City is no longer required to obtain the Department of Justice Preclearance.

The attachment of the Joint Election Agreement between the City and LISD will be attached as Exhibit D.

Recommendation:

Motion to approve the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas for the May 2, 2020 General Election and authorize the City Manager to execute the related document.

CONTRACT FOR ELECTION SERVICES
BETWEEN
LAMPASAS COUNTY, TEXAS
AND
THE CITY OF LAMPASAS, TEXAS,
FOR THE May 2, 2020 LOCAL ELECTION

THIS CONTRACT is made and entered into by and between the County of Lampasas, Texas, Elections Administrator acting as its agent, hereinafter referred to as “Contracting Officer,” and the individual Local Political Subdivision - the City of Lampasas, Texas, Election Official acting as its agent, hereinafter referred to as “the LPS,” pursuant to the authority under Section 31.092(a) of the Texas Election Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties to this contract agree to the following with regard to coordination, supervision, and conducting of the LPS’s **May 2, 2020** trustee election (“the election”).

I. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer will perform the following services and furnishing the following materials and equipment in connection with the election:

A. Department of Justice Preclearance. Not applicable at this time due to US Supreme Court ruling in June 2013.

B. Nomination of Presiding Judges and Alternate Judges; Appointment of Clerks. The Contracting Officer shall submit to the LPS for approval by its governing body within such time so as to not impede the orderly conduct of the election, a proposed list of presiding election judges and alternate presiding judges for each of the LPS’s Election Day voting locations shown on Exhibit B, attached hereto and made part of this contract, a proposed person to serve as presiding judge of the Early Voting Ballot Board (EVBB), and two proposed persons to serve as presiding judge and alternate judge of the central counting station on Election Day. Such proposed presiding judges and alternate judges shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code. The proposed EVBB presiding judge and the proposed central counting station presiding judge shall meet the eligibility requirements in, respectively, Sections 87.003 and 127.005(b) and Subchapter C of Chapter 32 of the Texas Election Code.

C. Notification to Presiding Judges and Alternate Judges; Appointment of Clerks.

1. Following their appointment by the governing body of the LPS, in accordance with Section 32.009 of the Texas Election Code, the Contracting Officer shall notify each presiding judge and alternate judge of his or her appointment. The notification will include the assigned voting location, date of the election school, the eligibility requirements for election workers, the date and time of the election, the rate of compensation, the number of election clerks the presiding judge may appoint, and the name of the presiding or alternate judge as appropriate.

2. The Contracting Officer will forward a list of registered voters who are willing to serve as election clerks from which the presiding judge shall make his or her clerk appointments. If the presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Sections 272.002 and 272.009 of the Texas Election Code, the presiding judge shall make a documented effort to choose at least one election clerk who speaks both English and Spanish. The Contracting Officer shall ensure that the presiding judges make the appropriate election clerk appointments and notify the clerks of their appointments.

3. The Contracting Officer shall prepare the writs of election in accordance with Section 4.007 of the Texas Election Code. The writs of election shall be forwarded by the Contracting Officer to the presiding judges in accordance with timelines from the Secretary of State's office.

4. Following appointment by the governing body of the LPS, the Contracting Officer shall notify the presiding and alternate judges of the EVBB and the central counting station of their respective appointments, the time and place on Election Day to which they should report, the date of the election school for them, the eligibility requirements, the rate of compensation, the number of clerks the presiding judge is entitled to appoint (two for the EVBB and one for the central counting station), and the names of potential clerks.

D. Contracting with Third Parties. In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third persons for election services and supplies. The cost of such third-person services and supplies will either be paid by the Contracting Officer and reimbursed by the LPS or the LPS will pay such cost directly to the third persons, as agreed by the parties at the time the services and supplies are ordered.

E. Election School. In accordance with Sections 32.111 and 125.009 of the Texas Election Code, the Contracting Officer shall be responsible for conducting (or for having third parties conduct) at minimum one election school to train the presiding judges, alternate judges, and election clerks in the operation and troubleshooting of the direct record electronic (DRE) voting system and the conduct of elections, including qualifying voters, maintaining order in the voting location, and provisional voting. The Contracting Officer shall determine the date, time, and place for such school(s) and notify the presiding judges, alternate judges, and clerks of such. The Contracting Officer may hold the election school(s) on a Saturday in order to increase its availability to election workers who are employed during the regular work week. The LPS understands that the Contracting Officer cannot guarantee that the judges, clerks, or deputies will attend an election school. The Contracting Officer will not pay election workers for attendance at the election school(s).

F. Posting of Election Notice. The Contracting Officer shall be responsible for posting the required election notice under Section 4.003 of the Texas Election Code by posting at each voting location in which an election is held.

G. Election Supplies. The Contracting Officer shall procure, prepare, and distribute to each presiding judge (or the election worker designated by the presiding judge) for use at the voting locations on Election Day and Early Voting the following consumable election supplies in connection with the LPS's registered voters: election kits from third-party vendors or the equivalent

(including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code); seals; sample ballots; ExpressVote Ballot Card Stock and other consumable-type office supplies necessary to hold an election. If necessary, the Contracting Officer may purchase additional or make additional copies of election forms, including sample ballots and combination poll lists/signature rosters.

H. Election Equipment.

1. The Contracting Officer will use the Direct Record Electronic (DRE) voting system purchased by Lampasas County, for the election. This voting system is variously referred to throughout this contract as “the voting system,” “the DRE voting system,” or “the voting equipment,” and includes the equipment referred to as “ExpressVote BMD Terminal” (Terminal), “DS200 Precinct Scanner” (Scanner), and “ExpressPoll Tablet” (E-poll Book). The Early Voting and Election Day voting places will each have at least one voting machine that is accessible to disabled voters.

2. The Contracting Officer shall coordinate with Election Systems & Software, LLC (ES&S) the ballot preparation based on information provided by the LPS, including names of the candidates, names of the offices sought, order of names on the ballot, and the English and Spanish translation of the offices and any propositions. The LPS shall be responsible for the cost of such programming. The Contracting Officer will notify the LPS of the cost. The Contracting Officer shall provide sufficient time to the LPS to review the ballot before it is finalized.

3. The Contracting Officer shall prepare the Terminals and Scanners for Early Voting and Election Day, including predefinition and sealing, and shall make available for pick up the appropriate Terminals, Scanners, and E-poll Books to the appropriate presiding judges (or the election worker designated) who picks up the election supplies under paragraph D above. The Terminals, Scanners, and E-poll Books (along with the election supplies, election records, and unused election supplies under paragraph D above) will be returned to the Contracting Officer at the conclusion of the election by the presiding judge (or the election worker as designated).

4. The Contracting Officer will prepare an E-poll Book and Express Vote Printer for Early Voting and Election Day polling places with pick up and return in the same manner as other equipment under #3 above.

5. At the option of the Contracting Officer, election supplies, Terminals, Scanners, and E-poll Books may be transported by the Contracting Officer or designee to the Election Day voting location and picked up at the voting location after the polls close on Election Night.

I. Logic and Accuracy Testing. The Contracting Officer shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Secretary of State. The Contracting Officer shall also cause the publication of any required notice of such testing. The Contracting Officer will notify the LPS of the date and time of the Logic and Accuracy Testing. The LPS shall reimburse the Contracting Officer for the cost of such testing and notice.

J. Early Voting. The Contracting Officer will hold early voting at its designated location at 407 South Pecan, Suite 102, Lampasas, Texas, and will conduct early voting by mail in connection with the election of the LPS. In accordance with Sections 31.097(b) of the Texas Election code, the Contracting Officer will serve as Early Voting Clerk for the election.

1. The Contracting Officer shall supervise and conduct Early Voting by mail and personal appearance and shall hire up to 4 clerks to serve as Early Voting deputy clerks at the main office.

2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at locations listed in Exhibit A. The Contracting Officer shall ensure that the Early Voting locations are set up for early voting and have the necessary tables, chairs and voting equipment.

3. If requested by the LPS, the Contracting Officer shall deliver or fax to the LPS the next business day, copies of the roster of early voters from the previous day from both the main and branch locations. The cost of such delivery and faxing shall be reimbursed to the Contracting Officer by the LPS.

4. Ballot by Mail applications and Federal Post Card Applications will be received by the Contracting Officer. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer and assigned deputies at the Elections Administrator office, 407 South Pecan, Suite 102, Lampasas, TX.

5. All Early Voting ballots cast by mail shall be secured and maintained by the Contracting Officer and delivered by the Contracting Officer or the assigned deputy in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the central counting station on Election Day.

K. Election Day Voting Locations. The Election Day voting locations are as set forth in Exhibit B. The Contracting Officer shall arrange for the use of the Election Day voting places and shall coordinate with the Election Day judge for the setup of the voting locations for Election Day, including ensuring that they have the necessary tables, chairs, and voting equipment.

L. Counting the Votes. The Contracting Officer shall count the votes in accordance with Chapter 127 of the Texas Election Code. The Contracting Officer shall serve as the central counting station manager.

M. Election Reports. The Contracting Officer shall prepare the unofficial tabulation of election results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results shall be made available to the LPS as soon as they are prepared but not earlier than 7:05 p.m. or the time by which all voting locations close on Election Day at the Contracting Officer's office.

N. Provisional Votes/Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code. The Contracting Officer or designee (which may include the LPS election official) will review the affidavits related to provisional voters and provide factual information on the provisional voter's status. The Contracting Officer or designee will deliver the

provisional voting affidavits relating to the LPS's provisional voters in counties *other* than Lampasas County to the LPS's election official not later than the next business day after the Election Day. The Contracting Officer or its deputy will deliver the provisional affidavits to the appropriate voter registrar not later than the next business day after the Election Day so that the voter registrar may provide factual information on the provisional voter's status. The Contracting Officer will notify the EVBB of the need to meet within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots. Promptly after determination of the provisional votes and resolution of any such mail ballots, the Contracting Officer will tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new unofficial tabulations to the LPS.

O. Custodian of Election Records. After completion of the unofficial tabulation of precinct results, the Contracting Officer shall distribute the election records to the LPS Election Official in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of the voted ballots (which in the case of the ballots cast on the DRE voting system consists of the DVD backup) and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the Terminals, Scanners, and E-poll Books .

P. Recount.

1. If required by law, the Contracting Officer shall have performed a partial count of electronic voting system ballots in accordance with section 127.201 of the Texas Election Code and a recount in accordance with section 129.001 of the Texas Election Code. The LPS shall reimburse the Contracting Officer for the cost of such count and recount.

2. If a recount is required in accordance with Title 13 of the Texas Election Code, the Contracting Officer shall conduct such recount and the terms of this contract shall govern such recount. The cost of any such recount is not included in the estimate set forth in Exhibit C, which is attached hereto and made a part of this contract.

Q. Reports to the Texas Secretary of State. The Contracting Officer shall have no responsibility for the filing of reports with the Texas Secretary of State.

II. RESPONSIBILITIES OF THE LPS. The LPS shall assume the following responsibilities in connection with the election:

A. Adopting a Voting System. Per Section 123.001 of the Texas Election Code, the LPS has adopted the DRE voting system that will be used in the election.

B. Establishing a Central Counting Station. Per Section 127.001 of the Texas Election Code, the LPS has established the central counting station at the Elections Administrator office, 407 South Pecan, Suite 201, Lampasas, TX 76550.

C. Department of Justice Preclearance. Not applicable at this time due to US Supreme Court ruling in June 2013.

D. Appointment of Presiding Judges and Alternate Judges. Promptly after receiving the proposed lists of presiding judges and alternate judges from the Contracting Officer, and within such time so as to not impede the orderly conduct of the election, under Sections 32.005, 87.002 and 127.005 of the Texas Election Code, the LPS will appoint presiding judges and alternate judges at the indicated Election Day voting places, the EVBB, and the Central Counting Station from the proposed lists and notify the Contracting Officer. The LPS may appoint as presiding judges and alternate judges, persons other than those on the proposed list, but acknowledges that such persons must be willing to take all necessary training with respect to the voting equipment. If from other sources, the LPS shall ensure that the appointees meet, as appropriate, the eligibility requirements in Subchapter C of Chapter 32 and Sections 87.003 and 127.005(b) of the Texas Election Code.

E. Assistance in Providing Bilingual Clerks. In compliance with section 272.009 of the Texas Election Code, if necessary, the LPS shall have available at a central location - one election clerk who is fluent in both English and Spanish to provide assistance to Spanish-speaking voters, if the election judges advise the Contracting Officer that they are unable to find bilingual election clerks and the Contracting Officer so advises the LPS. The LPS shall provide the names and telephone numbers of potential bilingual election clerks to the Contracting Officer.

F. Appointment of Early Voting Clerk. The LPS hereby appoints the Contracting Officer Elections Administrator to serve as the Early Voting Clerk for the election and authorizes the conduct of the Early Voting at the Elections Administrator's main office at 407 South Pecan, Suite 102, Lampasas, Texas.

G. Appointment of Central Counting Station Manager and Tabulation Supervisor. The LPS hereby appoints the Contracting Officer Election Administrator to serve as the Central Counting Station Manager and Tabulation Supervisor.

H. Registered Voter List. The LPS shall obtain from the Election Administrator, or Voter Registrars, if the territory of the LPS is in more than one county, a list or lists of registered voters in the LPS territory required for use on Election Day and for the early voting period required by law and provide these lists to the Contracting Officer if applicable

I. Applications for Mail Ballots. Ballot by Mail applications and Federal Post Card Applications will be received by the Contracting Officer. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer and assigned deputies at the Elections Administrator office, 407 South Pecan, Suite 102, Lampasas, TX.

J. Election Orders, Notices, and Canvass. The LPS shall prepare in a timely manner the election order, notice, resolutions, official canvass, returns, and other pertinent election documents for adoption by the appropriate officer or governing body of the LPS. The LPS is responsible for ensuring that all necessary documents are in both English and Spanish.

K. Election Notice. The LPS shall be responsible for preparing and posting the required election notice under Section 4.003 of the Texas Election Code. The LPS will forward copy of the Notice to the Contracting Officer.

L. **Map.** If requested by the Contracting Officer, the LPS shall provide the Contracting Officer with an updated map and street index of its jurisdiction in an electronic or printed format to enable the election workers to determine the voters eligible to vote in the LPS.

M. **Ballot Information.** Not later than three days following the deadline for a candidate to withdraw, the LPS shall provide the Contracting Officer with the office names, including place designations, in English with Spanish translations, the names of the candidates as the names are to appear on the ballot as well as the order in which the names are to appear under each office, and the English and Spanish translations of any propositions that are to appear on the ballot, as well as the order of any such propositions on the ballot. The LPS shall promptly review for correctness and verify approval by signature the final ballot when requested by the Contracting Officer to do so prior to finalization.

N. **Promotion and Information about the Election.** The LPS assumes the responsibility of providing information about the candidates and issues, if any, in the election and of promoting the schedules for Early Voting and Election Day. The Contracting Officer shall have no responsibility for this.

O. **Recount.** If the LPS or its canvassing authority receives a recount petition, it shall immediately notify the Contracting Officer of such recount petition and provide the Contracting Officer with a copy of the petition.

P. **Reports to the Texas Secretary of State.** The LPS is responsible for filing all required reports with the Texas Secretary of State.

III. ELECTION WORKERS

A. **Number of Election Workers at Election Day Voting Locations.** It is agreed by the Contracting Officer and the LPS that there will be up to five election workers at each of the Election Day Voting locations. The workers will consist of the presiding judge, alternate judge, and three election clerks appointed by the presiding judge. However, the parties agree to consult at least 30 days before the election to decide if in voting locations with a historically low voter turnout, the number of election workers could be reduced to a total of three without adverse impact on the integrity of the voting procedures.

B. **Number of Early Voting Deputies.** The Contracting Officer may appoint up to four Early Voting workers to work at the Early Voting location.

C. **Number of EVBB Members.** It is agreed by the Contracting Officer and the LPS that the EVBB shall consist of three members, a presiding judge and two clerks appointed by the presiding judge.

D. **Presiding Judge of the Central Counting Station.** It is agreed by the Contracting Officer and the LPS that there will be a presiding judge and an alternate judge appointed for the central counting station.

E. **Compensation to be Paid to Presiding Judges, Alternate Judges, and Election Clerks.** The Contracting Officer and the LPS agree that the alternate judges, election clerks, and

election night receiving workers will be paid the rate of \$8.50/hour for the hours actually worked. The presiding election judge, central counting station supervisor and assistant, and the EVBB will be paid the rate of \$9.00/hour.

F. Delivery Fee. The election worker who picks up the election supplies, Terminals, Scanners, and E-poll Books the day before the election and who returns them after the polls close on Election Day will be paid a delivery fee of \$25. This fee may be split in the event that a different election worker picks up the election supplies, Terminals, Scanners, and E-poll Books than returns them. The presiding judge shall note the split on the compensation sheet. In the event that the Contracting Officer or designee delivers the election supplies, Terminals, Scanners, and E-poll Books to the voting location and an election worker returns them, the election worker shall be entitled to one-half of the delivery fee. In the event that the Contracting Officer or designee both deliver to and pick up from the voting location the election supplies, Terminals, Scanners, and E-poll Books no delivery fee will be paid to the election workers.

G. Pick up of the Election Supplies, Terminals, and Scanners. The Contracting Officer shall have the supplies ready to be picked up by the presiding judges, or the designee of the presiding judges, on the Friday prior to Election Day, at 407 South Pecan, Suite 102, Lampasas, TX 76550, and shall notify the presiding judges of the date and time. The presiding judges will pick up the election supplies, Terminals, Scanners, and E-poll Books from the Contracting Officer. In the event the presiding judge cannot pick up the supplies, the Contracting Officer will deliver them to the voting location.

H. Election Schools. All election judges and alternate judges will be required to attend one or more election schools, as required by the Contracting Officer, on the operation of the voting system, the qualifying of voters, provisional voting, maintaining order in the voting place, and completing the paperwork required in an election. If an election worker declines to attend such election school(s), the Contracting Officer may replace that worker with another one, subject to the approval of the LPS, unless Section 32.007 of the Texas Election Code applies.

IV. PAYMENT

A. Reimbursable Costs and Expenses. In accordance with Section 31.100(b) of the Texas Election Code, the LPS shall pay the Contracting Officer for the actual expenses incurred directly attributable to the election, including without limitation, the following: supply costs, newspaper notice publication expenses, wages and salaries of Early Voting and Election Day voting place workers, wages and salaries of members of the EVBB and the central counting station presiding and alternate judges, the cost of the hours spent coordinating programming the ballot for the DRE voting equipment and the cost of preparing and conducting the Logic and Accuracy (L&A) Testing, a "per election" user fee of \$50 per machine per day for each regular Terminal, Scanner, and E-poll Book set placed in service at the Early Voting and Election Day voting locations serving the LPS, the cost of transportation of the voting equipment to the voting locations and from the voting locations to the central counting station, and the cost of Election Day technical support, tabulation, and production of unofficial reports by the Lampasas Election Administrators office.

B. Administrative Fee. In accordance with Section 31.100(d), the LPS shall pay the Contracting Officer an administrative fee in the amount of 10% of the total cost of the contract (but

not less than \$75.00) to cover the services performed by the Contracting Officer, other than the programming of the DRE ballot, the L&A Testing, and the Election Day services.

C. Billing.

1. As soon as reasonably possible after the election, the Contracting Officer will submit an itemized invoice to the LPS for (1) actual costs and expenses directly attributable to the coordination, supervision, and conducting of the election and incurred or promised on behalf of the LPS by the Contracting Officer, and (2) the Contracting Officer's administrative fee under Section 31.100(d) of the Texas Election Code. Costs and expenses for which reimbursement is sought shall be supported by appropriate documentation, except that the price of items coming out of the Contracting Officer's stock of election supplies shall be supported by the Contracting Officer's certificate about the number of items used and the unit cost therefore according to the vendor's standard price list.

2. To the extent that the costs and expenses are incurred in connection with voting locations used by more than one political subdivision, such as (without limitation) the cost of renting voting locations and voting equipment, programming the voting equipment, L&A Testing of the voting equipment and programming, wages and salaries of election workers, and the Election Administrator's office Election Day Support, such costs will be divided equally between the local political subdivisions using a common voting location.

D. Payment. If there are no opposed candidates, the LPS will cancel its election and will be responsible only for the Administrative Fee as noted in Section IV(B) and other agreed upon expenses that may have been incurred by the Contracting Officer on behalf of the LPS, if any. The LPS will notify the Contracting Officer of its intent to cancel the election within three days following the last day to file an application for place on the ballot. If the LPS cancels the election, the Contracting Officer may immediately bill the LPS for the Administrative Fee and any other agreed upon expenses that were incurred by the Contracting Officer on behalf of the LPS, if any. Following the election, the Contracting Officer's cost detail invoice shall be forwarded to the LPS. The invoice shall be due and payable to the appropriate party within 30 days from the date of receipt. If there is any disputed portion of the invoice, the LPS shall notify the Contracting Officer within such 30-day period or the invoice will be deemed to be a true and accurate rendering of the amount that is due.

E. Estimated Cost of Services. A cost estimate for election expenses is set forth in Exhibit C. The Contracting Officer agrees to advise the LPS if it appears that the actual expenses incurred by the Contracting Officer will exceed by 20% or more the estimated expenses as set forth in Exhibit C.

V. GENERAL PROVISIONS

A. Nontransferable Functions. Nothing in this contract shall authorize or permit a change in:

1. The authority with whom or the place at which any document or record relating to the election is to be filed;
2. The place at which any function is to be carried out;
3. The officers who conduct the official canvass of the election returns;

4. The authority to serve as custodian of voted ballots or other election records; or
5. Other nontransferable function specified under Sec.31.096 of the Texas Election Code.

B. Joint Election.

1. The LPS does hereby agree to hold a joint election under Section 271.002 of the Texas Election Code with the City of Lampasas as per the Joint Election Agreement set forth in Exhibit D, attached hereto and made part of this contract.

2. In the event of such a joint election, the LPS does hereby agree to share equally in the expense of the compensation of election workers and early voting deputies at such joint election locations, the cost of the DRE voting equipment at such joint locations, and the cost of any other election services in connection with such joint election locations (such as the DRE programming, L & A Testing, and Election Day support from the Election Administrator's office), in accordance with the Joint Election Agreement attached hereto and made a part of this contract as Exhibit D.

C. Cancellation of Election. If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall only be entitled to receive the actual expenses incurred by the Contracting Officer before the date of cancellation in connection with the election. The Contracting Officer shall submit an invoice for such expenses and documented time spent on the election (properly supported as described in **IV. PAYMENT** above) as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in **IV. PAYMENT** above. The Contracting Officer agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the LPS authorizes such major costs in advance in writing.

D. Contract Copies to Treasurer and Auditor. In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this contract with the County Treasurer of Lampasas County, Texas and the County Auditor of Lampasas County, Texas.

E. Chargeable Election Expenses. In accordance with Section 31.100 of the Texas Election Code, only the actual expenses directly attributable to the contract may be charged, including Contracting Officer's administrative fee.

F. Criminal Background Checks. The Contracting Officer will certify that a criminal background check on all employees, including temporary employees, that may program, test, perform maintenance, transport equipment, or perform technical support on the voting system equipment for Lampasas County has been performed. The Contracting Officer will be responsible to determine that there are no findings that would prevent the employees from performing their assigned duties.

G. Representatives. For purposes of implementing this contract and coordinating activities hereunder, the Contracting Officer and the LPS designate the following individuals, and whenever the contract requires submission of information or documents or notice to the Contracting Officer or the LPS, respectively, submission or notice shall be to these individuals:

For the Contracting Officer:

Mark Bishop
Elections Administrator
407 South Pecan, Suite 102
Lampasas, TX 76550
Tel: (512) 556-8271 ext. 206
Fax: (512) 564-1424
Email: ea@co.lampasas.tx.us

For the LPS Election Official:

Christina Marez
City Secretary
City of Lampasas
312 E. Third Street
Lampasas, TX 76550
Tel: (512) 556-6831
Fax: (512) 556-8083
Email: cmarez@ci.lampasas.tx.us

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20__.

By: _____
Mark Bishop
Elections Administrator
Lampasas County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20__.

By: _____
Finley deGraffenried
City Manager
City of Lampasas

Exhibit A

**May 2, 2020 LOCAL ELECTION
City of Lampasas
Lampasas County, Texas**

Early Voting Locations and Hours

Early voting will be held at the Lampasas County Elections Office, 407 South Pecan, Suite 102, Lampasas, TX.

Monday, April 20, 2020	8:00 am - 5:00 pm
Tuesday, April 21, 2020	7:00am - 7:00pm
Wednesday, April 22, 2020	8:00am - 5:00pm
Thursday, April 23, 2020	8:00am - 5:00pm
Friday, April 24, 2020	8:00am - 5:00pm
Monday, April 27, 2020	8:00am - 5:00pm
Tuesday, April 28, 2020	7:00am - 7:00pm

Exhibit B

May 2, 2020 LOCAL ELECTION

**Election Day Voting Locations
CITY OF LAMPASAS, TEXAS
Lampasas County, TX**

Location	Address	City/State	
Lampasas County Elections Office	407 S. Pecan St, Suite 102	Lampasas, TX 76550	
Kempner Fire Training Center	315 Pecan Street	Kempner, TX 76539	

EXHIBIT C

Election Cost Estimate: May 2, 2020 Election Services CONTRACT			
City of Lampasas (Based on two entities)			
SUPPLIES and EXPENSES		Cost	Entity %
SUPPLY COSTS - MISC OFFICE SUPPLIES (Envelopes, copying, letterhead, pens, pencils, misc office supplies)		50.00	25.00
ELECTION SUPPLIES (forms, voter information, provisional and mail ballot supplies, combination forms, equipment desk reference, judge handbook, sample ballots)		50.00	25.00
Logic and Accuracy Testing		50.00	25.00
LAT Notice Publication		126.00	63.00
BALLOT PRODUCTION - ES&S (City of Lampasas share)		3,500.00	1,750.00
Ballot By Mail 500 x \$3.00 (33% City Share)		1,500.00	495.00
Expressvote Ballot Card Stock 1000 x .13 (33% City share)		130.00	42.90
EQUIPMENT -- Shared with Lampasas ISD, Lampasas City -- 2 entities			
<i>EARLY VOTING - 7 days</i>			
DS200 Scanner	<i>7 days x 1 unit x \$50 per day</i>	350.00	175.00
ExpressVote BMD Terminal	<i>7 days x 4 units x \$50 per day</i>	1,400.00	700.00
ExpressPoll Tablet	<i>7 days x 1 unit x \$50 per day</i>	350.00	175.00
<i>ELECTION DAY – Elections Office</i>			
DS200 Scanner	<i>1 unit x \$50 per day</i>	50.00	25.00
ExpressVote BMD Terminal	<i>4 units x \$50 per day</i>	200.00	100.00
ExpressPoll Tablet	<i>1 unit x \$50 per day</i>	50.00	25.00
<i>ELECTION DAY – Kempner Fire Station</i>			
DS200 Scanner	<i>1 unit x \$50 per day</i>	50.00	25.00
ExpressVote BMD Terminal	<i>2 unit x \$50 per day</i>	100.00	50.00
ExpressPoll Tablet	<i>1 unit x \$50 per day</i>	50.00	25.00
DS200 Used for Ballots By Mail	<i>1 unit x \$50 per day</i>	50.00	25.00
PAYROLL			
EARLY VOTING - Elections Office	<i>125 hrs. x \$8.50</i>	1,062.50	531.25
ELECTION DAY - Lampasas location - 1 Judge	<i>1 judge x \$9.00 per hr. x 13.5 hrs</i>	121.50	60.75
ELECTION DAY - Lampasas Fee to deliver equipment	<i>1 judge x \$25.00</i>	25.00	12.50
ELECTION DAY - Lampasas location - 2 Clerks	<i>2 clerks x \$8.50 per hr. x 12.38 hrs</i>	210.38	105.19
ELECTION DAY - Kempner Fire Station - 1 Judge	<i>1 judge x \$9.00 per hr. x 14.5 hrs</i>	130.50	65.25
ELECTION DAY - Kempner Fire Station Fee to deliver equipment	<i>1 judge x \$25.00</i>	25.00	12.50
ELECTION DAY - Kempner Fire Station location - 2 Clerks	<i>2 clerks x \$8.50 per hr. x 13 hrs</i>	221.00	110.50
ELECTION DAY - Counting station	<i>3 clerks x \$8.50 per hr. x 3 hrs</i>	76.50	38.25

ELECTION DAY - Assistance and Technical Support		50.00	25.00
Early Voting Ballot Board - 1 judge, 1 alternate judge, 1 clerk (<i>provisional and ballots by mail</i>)	<i>3 workers x \$8.50 per hr x 2 hr</i>	51.00	25.50
SUBTOTAL		10,130.38	4,788.09
10% ADMINISTRATIVE FEE			478.81
GRAND TOTAL - PAYABLE TO LAMPASAS COUNTY ELECTIONS ADMINISTRATOR			5,266.90

EXHIBIT D

**JOINT ELECTION AGREEMENT BETWEEN THE
LAMPASAS INDEPENDENT SCHOOL DISTRICT AND
THE CITY OF LAMPASAS**

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City ManagerITEM NO. 7.4

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

Subject:

Discussion and possible action regarding a Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas

REQUESTED BY: Christina Marez, City Secretary

SUBMITTED BY: Christina Marez, City Secretary

DATE SUBMITTED: January 21, 2020 FOR THE AGENDA OF: January 27, 2020

Procurement and Funding Statement:

Not applicable

Attachments: Joint Election Agreement Between the LISD and the City

Summary Statement:

The City, County, and Lampasas Independent School District (LISD) have held joint elections since 2007 as a result of Federal Law that required Schools to contract with another public entity for joint elections. This agreement is essentially the same as last year with the exception of dates. In the agreement, the City and LISD will share in the expenses of the Early Voting and Election Day shared voting locations, ballot programming, payroll of election workers and other costs common to both elections.

The Lampasas County Elections Administrator has agreed to conduct the May 2, 2020 election and that agreement will provide more detail for the election services, as well as estimated costs, and will be submitted for consideration as a separate agenda item.

Council is asked to consider approval of the attached agreement with LISD to conduct a joint election with the City.

Recommendation:

Motion to approve the Joint Election Agreement between the Lampasas Independent School District and the City of Lampasas and authorize the Mayor to execute the related document.

**JOINT ELECTION AGREEMENT BETWEEN THE
LAMPASAS INDEPENDENT SCHOOL DISTRICT AND
THE CITY OF LAMPASAS**

This Joint Election Agreement (“Agreement”) is made by and between the Lampasas Independent School District (“School District”) and the City of Lampasas (“City”). School District and City are known jointly as “Parties,” and separately as “Party.”

WHEREAS, the School District plans to hold a Board of Trustees Election on May 2, 2020 for the purpose of electing members of the School District’s Board of Trustees;

WHEREAS, the City plans to hold a City Council Election on May 2, 2020 for the purpose of electing members of the City’s Council;

WHEREAS, Texas Election Code, Section 271.002, authorizes the governing bodies of political subdivisions to enter into an agreement to hold joint elections, in election precincts that can be served by common polling places;

WHEREAS, the School District and the City will hold elections on the same day; and

WHEREAS, the Parties to this Agreement serve voters within the same boundaries, their precincts can be served by a common polling place and it would be to the benefit of the City, the School District, and the citizens and voters thereof to hold their elections jointly (“Joint Election”).

NOW, THEREFORE, IT IS AGREED that mutual and sufficient consideration will be exchanged and that a Joint Election will be held by the School District and the City under the following terms and conditions:

- The School District and the City will work with the County of Lampasas, Election Administrator, to provide election services to the School District and City’s Joint Election.
- The School District and the City will share a common polling place for Early Voting and Election Day.
- The School District and the City will share, in the expense of the Early Voting and Election Day shared voting locations, ballot programming, payroll of election workers, and other costs common to both elections, as set forth in more detail in separate agreements between the Parties and the County for Elections Services with Lampasas County, Texas for the May 2, 2020 Local Election.
- In connection with the performance of this Agreement, neither of the Parties will be deemed liable to third parties for any default of the other contracting Party in connection with holding the Joint Election, including the failure of a contracting Party to pay any expenses under the Agreement.

- In case any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue to be valid, and the Agreement shall be construed as if the invalid, illegal, or unenforceable provision has never been included.
- School District and City recognize that either Party may cancel its election, and in such event the Cancelling Party shall be responsible for payments of its costs incurred to date, but not for future costs after date of notice of cancellation.

In connection with this Agreement, all notices, inquiries, and communications shall be to the following persons or offices:

For the School

Whitney Walker
 207 W. Eighth Street
 Lampasas, TX 76550
 512-564-2847
 512-556-3126 FAX
 walkerwh@lisdtx.org

For the City

Christina Marez
 312 East Third Street
 Lampasas, TX 76550
 512-556-6831
 512-556-8083 FAX
 christina@cityoflampasas.com

The undersigned are the duly authorized representatives of the Parties' governing bodies, and their signatures represent adoption and acceptance of the terms and conditions of this Agreement.

APPROVED BY THE BOARD OF TRUSTEES OF THE LAMPASAS INDEPENDENT SCHOOL DISTRICT, TEXAS in its meeting held the ____ day of _____, 2020, and executed by its authorized representative.

By: _____
 Chane Rascoe, Ed. D., Superintendent
 Lampasas Independent School District

APPROVED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS in its meeting held the ____ day of _____, 2020, and executed by its authorized representative.

By: _____
 Misti Talbert, Mayor
 City of Lampasas

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City ManagerITEM NO. 7.5

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

Subject:

Discussion and possible action regarding the award of a quote to Core & Main in the amount of \$140,000.00 for the purchase of 676 Neptune radio read water meters.

Requested By: Van Sims, Water/Wastewater Operations Manger

Submitted By: Rickie Roy, Director of Public Works

Date Submitted: January 14, 2020

For the Agenda of: January 27, 2020

Procurement and Funding Statement:

The City received a bid from Core & Main, our sole source provider for Neptune water meters. Funding from Account 82-520-5421.

Attachments: Contractor quote and single source letter.

Summary Statement:

Last year the water department purchased and had a contractor install 500 meters as part of phase II of the radio read meter change out program. To begin phase III of the program, the water department would like to purchase 676 meters from Core & Main and have 626 installed by a contractor. The remaining 50 meters along with current stock, will be used for new home construction and replacements as necessary.

Recommendation:

Staff recommends to award the quote to Core & Main for the purchase of 626 meters in the amount of \$140,000.00 and allow the City Manager to execute any required documents.



NEPTUNE
TECHNOLOGY GROUP

January 17, 2020

Neptune Sole Source Letter

Mr. Rickie Roy
Public Works Director
City of Lampasas
312 East 3rd St.
Lampasas, TX 76550

RE: Sole Source Neptune Letter

Rickie,

Neptune Technology Group, Inc has always valued the City of Lampasas , Texas as a loyal customer. I want to clarify, Core & Main, formerly HD Supply Waterworks, is the sole, exclusive authorized Neptune Technology Group distributor for the State of Texas. As the sole source provider of all Neptune products, the City of Lampasas can continue to depend on Core and Main for all of your metering needs. Please direct all Neptune product communication to Core & Main for local sales and support.

Regards,

Hunter Brown – S Texas Territory Manager
Email: hbrown@neptunetg.com
Cell: 334-415-2032



NEPTUNE
TECHNOLOGY GROUP



Bid Proposal for LAMPASAS METER QUOTATION

CUSTOMER

CITY OF LAMPASAS
100 BROWN STREET
LAMPASAS, TX 76550

Job
LAMPASAS METER QUOTATION
Lampasas, TX
Lampasas County
Bid Date: 01/16/2020
Bid #: 1191727

CONTACT

Sales Representative
Christopher Spencer
(M) 254-744-5518
(T) 254-939-8998
(F) 254-939-8889
Chris.Spencer@coreandmain.com

Core & Main
1601 South Wall St
Belton, TX 76513
(T) 254-939-8998

NOTES



Bid Proposal for LAMPASAS METER QUOTATION

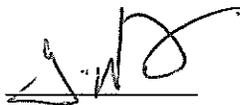
CITY OF LAMPASAS
Job Location: Lampasas, TX
Bid Date: 01/16/2020
Core & Main 1191727

Core & Main
1601 South Wall St
Belton, TX 76513
Phone: 254-939-8998
Fax: 254-939-8889

Seq#	Qty	Description	Units	Price	Ext Price
10	676	T10 5/8X3/4 USG R900I PROCODER ED2B31RPWG11	EA	207.00	139,932.00
30	626	5/8X3/4 METER INSTALL SERVICE	EA	41.00	25,666.00
				Sub Total	165,598.00
				Tax	0.00
				Total	165,598.00

Branch Terms:

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES UPON THIRTY (30) CALENDAR DAYS' NOTICE TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>


City ManagerITEM NO. 7.6

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

Subject:

Resolution expressing support for the Annual Spring Ho Festival, establishing a time schedule and authorizing City participation

Requested By: Jackie Lindeman, Spring Ho Chairman

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 17, 2020

For the Agenda of: January 27, 2020.

Procurement and Funding Statement:

N/A

Attachments: Resolution

Summary Statement:

Mrs. Lindeman offers the attached resolution along with the Spring Ho Schedule of Events for 2020 for Council consideration. The Resolution is similar to resolutions Council have approved in the past.

Recommendation:

To consider a motion to approve Resolution 20-2 expressing support for the Annual Spring Ho Festival, establishing a time schedule and authorizing City participation.

RESOLUTION NO. 20-2

**A RESOLUTION EXPRESSING SUPPORT FOR THE
ANNUAL SPRING HO FESTIVAL, ESTABLISHING A
TIME SCHEDULE AND AUTHORIZING CITY
PARTICIPATION**

WHEREAS, an annual Spring Ho festival is held in the City of Lampasas, Texas, each year, and July 6-12, has been designated as the Spring Ho Festival dates for 2020 by the Spring Ho Committee; and,

WHEREAS, The City Council of the City of Lampasas has determined that activities in connection with Spring Ho serve a public interest and the City of Lampasas should make certain public facilities available for use during Spring Ho;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF LAMPASAS, TEXAS THAT JULY 6-12, 2020 BE DESIGNATED AS SPRING HO FESTIVAL TIME IN THE CITY OF LAMPASAS;

BE IT FURTHER RESOLVED THAT THE Spring Ho Committee is authorized to use certain City of Lampasas street rights-of-way and other City owned or controlled property for Spring Ho activities, as enumerated in the Amended Interlocal Agreement Regarding The Annual Lampasas Spring Ho Festival;

BE IT FURTHER RESOLVED THAT special parking and use regulations of the street, Courthouse Square, outdoor pavilions and park lands with W.M. Brook Park and Hancock Park on the dates of July 6-12, 2020, shall be reserved for Spring Ho activities, in the manner outlined in the Amended Interlocal Agreement Regarding The Annual Lampasas Spring Ho Festival ;

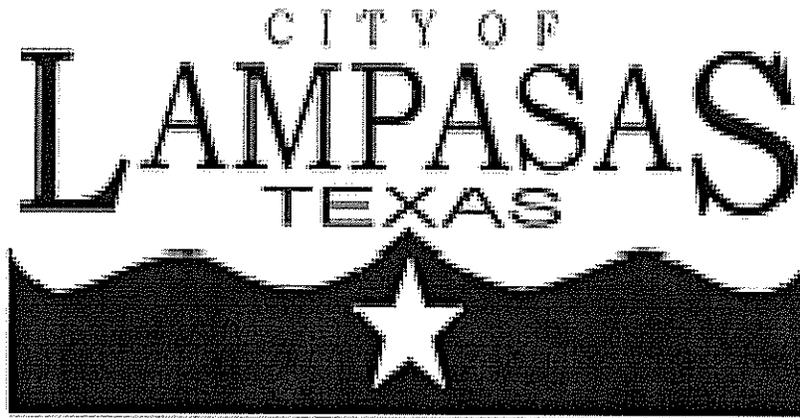
Nothing herein shall be construed in any manner to violate any statues or any ordinances of the City of Lampasas.

PASSED AND APPROVED by the City Council of the City of Lampasas, Texas at the regular meeting on the 27th day of January 2020.

Misti Talbert, Mayor
City of Lampasas, Texas

ATTEST:

Christina Marez, City Secretary
City of Lampasas, Texas



Special Events Application

Event Information

Event Name <i>Lampasas Spring Ho Festival</i>		Application Date <i>1/14/20</i>	
Event Starting Date <i>7/6/2020</i>	Event Starting Time	Event Ending Date <i>7/12/2020</i>	Event Ending Time

Sponsor Information

Sponsor is defined as the Organization, Business or Individual who has primary responsibility for the management of this event.

Sponsor Name / Group Name <i>Lampasas Spring Ho</i>			
Address <i>101 Spring Ho Ave.</i>		Telephone <i>512-556-5301</i>	
City <i>Lampasas</i>	State <i>Texas</i>	Zip <i>76550</i>	
Sponsors Primary Contact <i>Jackie Lindeman</i>		Telephone <i>512-734-1451</i>	

Special Event Requirements and Procedures

1. Application Submission

- a. Permit requests must be submitted at least 45 days prior to the date of the event.

2. Special Considerations

- a. It shall be unlawful to consume alcoholic beverages without a permit in all areas of the public parks and sports and recreation facilities, including park roads, parking areas and restrooms. The designated playing area of the Hancock Park Golf Course (defined as the portion of the course actually used for the game of golf) shall be excluded from this requirement.
- b. If the event is being held on leased property, evidence of approval by the landlord or property manager may be required. It is strongly suggested that event sponsors provide evidence of that approval. The City of Lampasas may contact landlords to confirm approval of the event prior to issuing the permit.

3. Equipment Requests

- a. Event organizers are responsible for the pickup and return of all city owned equipment (ie. Cones / barricades) unless other arrangements are authorized by city staff.
- b. Sponsors may be responsible for replacing equipment that is lost, damaged or destroyed.
- c. Event sponsors are responsible for equipment set up at the designated time and tear down immediately following the event or as instructed by city staff. Event diagrams must be followed.

4. Conference Requirement

- a. If requested by the Police Chief or designee, the sponsor may be asked to attend a meeting with them or City Council in order to clarify or offer suggestions concerning the proposed event.

5. During the Event – Sponsors Must

- a. Keep fire lanes and streets accessible to emergency vehicles.
- b. Comply with all applicable laws and ordinances as well as conditions placed upon the event.
- c. Be present or have a representative who has been designated in this application be present throughout the entire course of the event.

6. Following the event

- a. Event sponsors are responsible for the removal of all trash, litter, garbage and debris from the event area as well as from any public or private property in the vicinity of the event. This clean up must be done at the conclusion of the event.

7. Permit Revocation

- a. Representatives of the city may revoke the special event permit if the event sponsors, staff or attendees violate any state laws or local ordinances, or if the event creates a risk to public safety or level of nuisance such that a breach of peace may occur.
- b. The permit may also be revoked if the event sponsor and or sponsor designees are impaired to the level that they are unable to control their guests / attendees or provide a continuing safe venue for the event.
- c. The City will not be responsible for loss of income or expenses incurred by the sponsor if the permit is revoked.

EVENT TYPE / DESCRIPTION

- Street Closure Event
 Party/Event Registration
 Parade
 Assembly/Outdoor Music at Ruth Eakin Theater
 Other (describe) _____

Event Location / Route Please see attached sheet

Purpose of the Event (Describe event)

Number expected to attend

Number of Event Staff

SPONSOR'S REPRESENTATIVE(S)

Name Please see attached sheet Home Phone

Address Work Phone

City / State / Zip Cell Phone

Email Address Other Phone

Name Home Phone

Address Work Phone

City / State / Zip Cell Phone

Email Address Other Phone

SERVICES/EQUIPMENT NEEDED

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

Traffic Control / Other Equipment

- Barricades
 Traffic Cones
 Police Officers

Tents / Temporary Structures

Will Tents be used YES NO # Sizes

Will other Temporary Structures be used YES NO Describe

Will electricity need to be provided YES NO How?

Will water need to be provided YES NO How?

ALCOHOL

Alcohol Permit Required YES NO Date Applied
(Permit required if alcohol consumed or possessed in public park / sports recreational facility) # of Officers _____ @ \$ _____ / hour

Temporary Liquor License Applied for YES NO Date Applied

MUSIC

Starting Time Ending Time # of Acts Music Type

Sound Amplification Equipment to be used YES NO Maximum Amps Available

OTHER

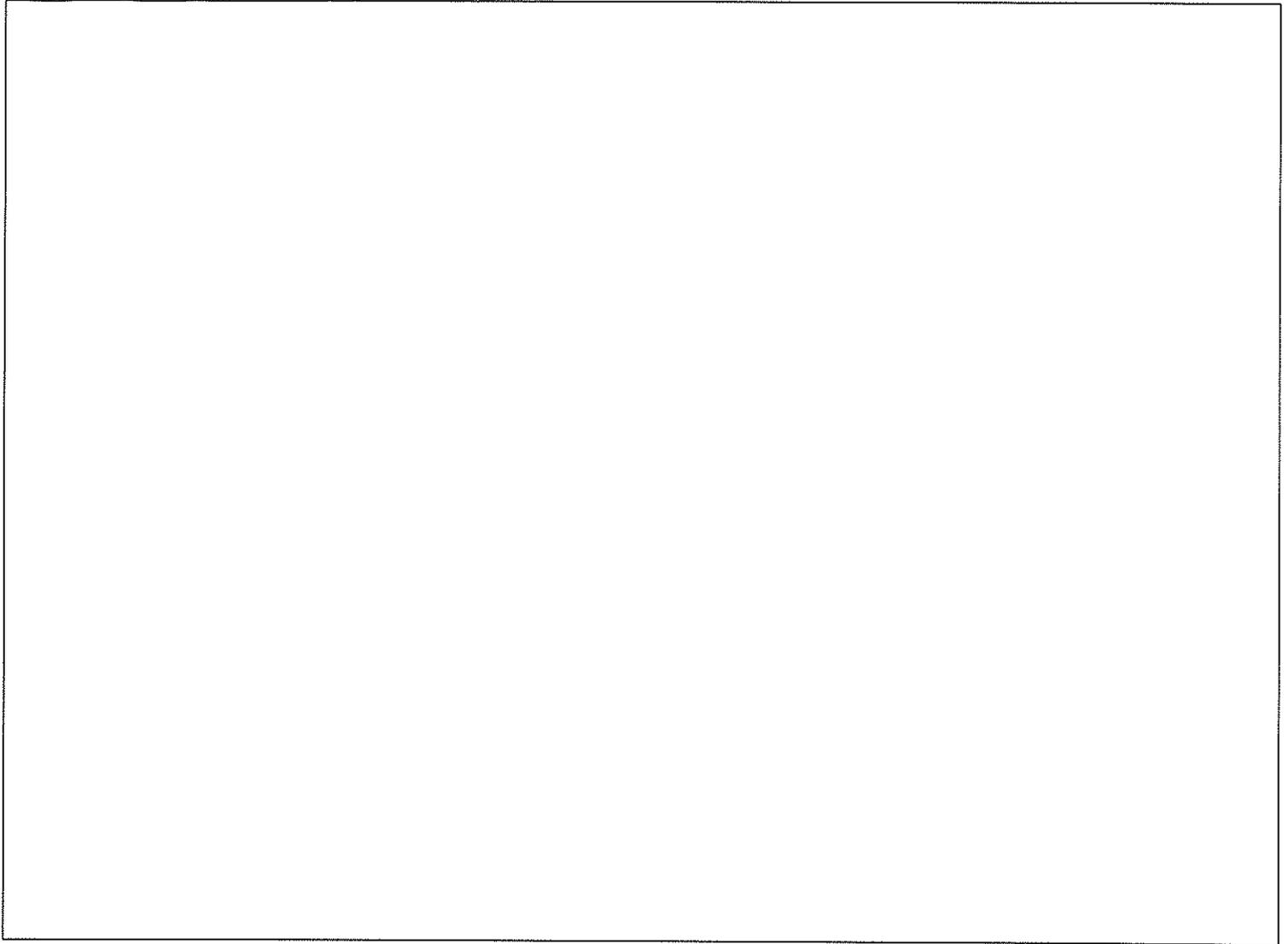
Has this event been held before YES NO If Yes, when?

I have reviewed the **Special Events Requirements and Procedures** and accept the responsibilities associated with this event. I have provided a diagram with this application. I request approval of this event.

Jackie Lindeman
Signature of Representative

1/14/2020
Date **155**

Event Diagram (Use additional pages if needed)



APPROVAL

Officers Scheduled YES NO # of Officers _____ Equipment Scheduled YES NO

Lieutenant Signature _____ Date _____

Chief of Police Signature _____ Date _____

Comments:

Spring Ho Event Information

Purpose of Event: To provide entertainment for local families and community members. To generate economic opportunities for local businesses by drawing in visitors for other locations throughout Central Texas.

Location of Event: Various locations throughout the City of Lampasas.

Dates of Events: July 6-12, 2020

Estimated Number to Attend: Approximately 5,000-8,000 over the entire week.

Monday, July 6 – Opening Ceremonies and Beauty Pageant @ Lampasas High School

Tuesday, July 7 – Hayloft Party @ Ruth Eakin Outdoor Theater

Wednesday, July 8 – Kiddie Fishing Derby @ Brooks Park; Gospel Night @ Ruth Eakin Outdoor Theater; Fireworks Display @ Gavin Garrett Soccer Park

Thursday, July 9 – Vendors and Carnival @ Brooks Park; Dance Contest @ VFW

Friday, July 10 – Vendors, Carnival and Park Entertainment @ Brooks Park; Diaper Derby @ Courtyard Square Bandstand; Pet Parade @ Live Oak St. and Courtyard Square Bandstand; Kids Day Activities @ Gavin Garrett Soccer Field; Street Dance @ Courtyard Square

Saturday, July 11 – Vendors, Carnival, Kayak Races and Park Entertainment @ Brooks Park; Fun Run @ Hancock Park; Grand Parade @ Downtown and Courtyard Square; Water Sports @ Hanna Springs Pool; Horrell Higgins Feud Reenactment @ Downtown and Courtyard Square

Sunday, July 12 – Vendors @ Brooks Park

**Spring Ho
Board of Directors
2019-2020**

Board Officers:

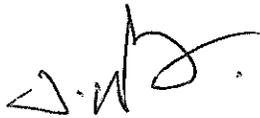
**President – Jody Cummings
Vice-President – Kristi Ball
Secretary – Joy Beth Corbin**

Board Members:

**Connie Cummings
Nathan Brown
Richard Procter
Jena Price
Luther Hensley**

ExOfficio Members:

**Randy Hoyer
Jackie Lindeman
Dayna Berry**



City Manager

ITEM NO. 7.7

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

Subject:

Discuss and consider a Resolution by the City Council nominating candidate for election to the Board of Directors of Central Texas Water Supply Corporation

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: January 23, 2020

For the Agenda of: January 27, 2020

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

Annually City Council is asked to consider the appointment of a City representative to the Central Texas Water Corporation Board of Directors. Previously Council has approved the Resolution appointing the City Manager as representative. The City Manager has actively participated in Board Meetings and activities and is willing to continue to serve at Council's pleasure.

Recommendation:

To consider a motion to approve Resolution and appointment of representative to the Central Texas Water Supply Corporation Board of Directors.

RESOLUTION NOMINATING CANDIDATE FOR ELECTION
TO THE BOARD OF DIRECTORS OF
CENTRAL TEXAS WATER SUPPLY CORPORATION

WHEREAS, the _____
(Name of the Water System or City)

is a Regular Member of the Central Texas Water Supply Corporation as a direct result of entering into a water sales and purchase contract with the Central Texas Water Supply Corporation; and

WHEREAS, the By-Laws of the Central Texas Water Supply Corporation stipulate that, at the Annual Meeting of the members, each Regular Member shall be entitled to nominate an individual to serve on the Board of Directors of Central Texas Water Supply Corporation, provided that the nominee is not in violation of the Central Texas Water Supply Corporation Conflict of Interest Policy; and

WHEREAS, the _____
(Name of the Water System or City)

has determined that it would be to its best interest to have such a voting member on the Central Texas Water Supply Corporation Board of Directors and does desire to have such a Board Member elected at the _____ meeting by the members of Central Texas
(Date)
Water Supply Corporation.

NOWHEREFORE, be it resolved by the _____
(Water System Board or City Council)

of the _____ that
(Name of the Water System or City)

_____ be and is hereby nominated for election
(Name of Candidate)

to the Board of Directors of Central Texas Water Supply Corporation at the _____
(Date)

meeting of the members of Central Texas Water Supply Corporation.

THIS resolution passed by the _____
(Water System Board or City Council)

of _____ on _____
(Name of the Water System or City) (Date)

Signed: _____
(President/Mayor)

ATTEST:

(Secretary)

(Name of the Water System or City)

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