

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, March 23, 2020  
5:30 p.m. Workshop  
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, March 23, 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).

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

1. Call to order Workshop Session
2. Discussion regarding response and impacts of Covid-19. *(pgs. 7-8)*
3. Discussion regarding Tractor/Trailer Parking in Residential Areas. *(pgs. 9-10)*
4. Discussion regarding any item on the regular agenda
5. Adjourn Workshop Session

**REGULAR SESSION  
6:00 p.m.**

**ANNOUNCEMENTS**

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Proclamations- *Fair Housing Month (pgs. 11-12)*

|     | <b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>   | <b>PAGES</b> |
|-----|---|--------------|
| 1.1 | Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item. | N/A          |
| 1.2 | Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the Agenda may do so at this time.   | N/A          |
| 1.3 | Public Hearing to receive citizen comments regarding the first reading of an Ordinance to re-adopt Chapter 50, Offenses, Article II :Curfew for Minors” of the Code of Ordinances of the City of Lampasas, Texas.           | 13-16        |

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| 2.0 | MINUTES   | PAGES |
| 2.1 | Discussion and possible action concerning approval of minutes of the Regular Meeting on March 9, 2020.  | 17-30 |
| 3.0 | CONSENT AGENDA  | PAGES |
| 3.1 | Discussion and possible action regarding the Monthly Investment report for February 2020.   | 31-48 |
| 3.2 | Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) the rezone of .27 acres from Retail "R" to Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5 <sup>th</sup> Street, Lampasas, Texas.  | 49-50 |
| 3.3 | Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an accessory dwelling (garage apartment) in an area zoned Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5 <sup>th</sup> Street, Lampasas, Texas.  | 51-52 |
| 3.4 | Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for Portable Building Sales (outdoor display) in an area zoned Commercial "C". The property is described as 3.15 acres of the Daniel Stanley Survey, Abstract No. 631; being all of lots 1 & 2 and part of lots 3 & 4, Block 14 and 0.41 acres of School Avenue of the S.J. Harrells Addition; commonly known as 1573 Barnes Street, Lampasas Texas, Lampasas County.  | 53-54 |
| 3.5 | Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) the rezone of the following tracts from Light Industrial to Multi-Family Residential-2 District "MF-2" (Apartments); generally known as 707 S. Pecan Street, Lampasas, Texas <ul style="list-style-type: none"> <li>• Tract One- .096 acre out of the John Burleson Survey, Abstract No. 42 Lampasas County, Texas and including a part of Seventh Street and Lots 5 &amp; 6 Block 21, Old Town of Lampasas.</li> <li>• Tract Two- 0.32 acre out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Lots 6 &amp; 7 and a part of the alley, Block 21, Old Town of Lampasas.</li> <li>• Tract Three- 1.61 acres out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Elm Street, Lots 7 &amp; 8 and a part of the alley, Block 21, Old Town of Lampasas.</li> </ul> | 55-56 |
| 3.6 | Discussion and possible action regarding the second reading of an Ordinance to amend the following text of the Lampasas Zoning Regulations: <ul style="list-style-type: none"> <li>• Section 31.3 -Planned Development Requirements to allow minimum tract area of 2 acres for a single podium structure.</li> </ul>  | 57-58 |
| 3.7 | Discussion and possible action regarding the second reading of an Ordinance to amend the following text of the Lampasas Zoning Regulations:   | 59-60 |

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|     | <ul style="list-style-type: none"> <li>Section A.3. -Definitions- to define a podium structure as a multi-occupancy, multi-use horizontally separated building typically with more intense land uses on the lower floors and multi-family residential on higher floors. Other combinations of land-uses may be considered as part of a Planned Development</li> </ul>                              |       |
| 3.8 | <p>Discussion and possible action regarding the second reading of an Ordinance to amend the following text of the Lampasas Zoning Regulations:</p> <ul style="list-style-type: none"> <li>Section 22.3 MF-2- Multi-Family Residential District (Apartments) to allow structure heights over 35 feet if part of a Planned Development, or no greater than 5 over 2 if a podium building.</li> </ul> | 61-62 |

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| 4.0 | BOARDS/DEPARTMENT REPORTS  | N/A    |
| 4.1 | <ol style="list-style-type: none"> <li>Municipal Court Monthly Report</li> <li>City Secretary Monthly Report</li> <li>Police Department Monthly Report</li> <li>Utility Billing and Collections Monthly Report</li> <li>Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>Building Official Monthly Report</li> <li>Economic Development Monthly Report</li> <li>Fire Department Monthly Report</li> <li>Parks and Recreation Monthly Report</li> <li>Information Systems Monthly Report</li> <li>Library Monthly Report</li> <li>Golf Course Monthly Report</li> </ol> | 63-94  |
| 5.0 | ROUTINE MATTERS  | PAGES  |
| 5.1 | <p>City Manager's Operational Report</p> <ul style="list-style-type: none"> <li>Comp Plan</li> <li>West Ave E</li> <li>Airport</li> <li>Election</li> <li>Finance Department</li> <li>Chlorine Burn</li> <li>Ave C</li> </ul>  | 95-100 |
| 5.2 | MAYOR'S COMMENTS   | N/A    |

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| 6.0 | UNFINISHED BUSINESS | N/A |
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| 7.0 | NEW BUSINESS   | PAGES   |
| 7.1 | Discussion and possible action regarding 2020 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-of-Way access line rates.   | 101-104 |
| 7.2 | Discussion and possible action regarding the first reading of an Ordinance to re-adopt Chapter 50, Offenses, Article II :Curfew for Minors” of the Code of Ordinances of the City of Lampasas, Texas. As required by State law this Ordinance must be adopted every three years. | 105-112 |
| 7.3 | Discussion and possible action to suspend the effective date proposed by ATMOS Energy Corporation- MIDTEX Division, to increase rates under the gas reliability  | 113-116 |

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|     | infrastructure program for 45 days, and authorize the City’s continued participation in a coalition of Cities known as the “ATMOS Texas Municipalities”  |         |
| 7.4 | Discussion and possible action regarding a Resolution by the City of Lampasas responding to the application of ATMOS Energy Corporation- MIDTEX Division, to increase rates under the gas reliability infrastructure program; suspending the effective date of this rate application for forty-five days; authorizing the City to continue to participate in a coalition of cities known as the “ATMOS Texas Municipalities” determining that the meeting at which resolution was adopted complied with the Texas Open Meetings Act; making such other findings and provisions related to the subject; and declaring an effective date   | 117-120 |
| 7.5 | Discussion and possible action to declare two obsolete HACH APA6000 Ammonia/ Monochloramine Analyzers as surplus and to allow disposal as State Law allows.  | 121-124 |
| 7.6 | Discussion and possible action regarding a Resolution by City Council identifying risks, mitigation, and response to the Coronavirus/Covid-19 Pandemic   | 125-130 |
| 7.7 | Discussion and possible action regarding the first reading of an Ordinance of the City Council of the City of Lampasas, Texas, postponing the General Election formerly ordered to be held on the 2 <sup>nd</sup> day of May, 2020, for the purpose of electing the expired terms of the Council Members Places Three, Four, and Five for the City Council of the City of Lampasas, Texas to the November 3, 2020 Uniform Election Date; Providing a repealing clause; Providing a severability clause; and providing for an effective date.   | 131-134 |
| 7.8 | Discussion and possible action regarding an Emergency Ordinance of the City Council of the City of Lampasas, Texas, temporarily amending Ordinance 1148 which adopted the 2006 City of Lampasas Personnel Policies Manual Section 8.00 Leave Time, Subsection 8.05 Family and Medical Leave by complying with the Emergency Family and Medical Leave Expansion Act and Subsection 8.15 Sick Leave Pool by temporarily suspending the catastrophic purpose for use of the Sick Leave Pool, as well as the contribution of days and membership term requirements, reflecting the Families First Coronavirus Response Act (“Act”) which is a Federal Law passed by Congress on March 18, 2020 in response to COVID-19; Repealing conflicting ordinances and/or City policies; including a severability clause; and establishing an immediate effective date | 135-138 |

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:

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| 8.0 | EXECUTIVE SESSION ITEMS  |
| 8.1 | Section 551.074 ( <i>personnel matters</i> ), to deliberate the appointment, employment, evaluation, reassignment, duties of City Manager; and other personnel matters as allowed by Texas Government Code, Chapter 551. |
| 8.2 | Adjourn Executive Session and reconvene Regular Session  |

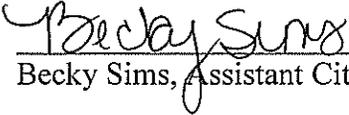
**REGULAR SESSION**

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| 9.0 | ACTION ON EXECUTIVE SESSION |
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| 9.1 | Discussion and possible action concerning items posted and discussed by Council in Executive Session |
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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 20 day of March 2020 at 3:00pm

  
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Becky Sims, Assistant City Secretary

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City Manager

ITEM NO. WORKSHOP-2

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

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**Subject:**

Discussion regarding response and impacts of Coronavirus/Covid-10

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 19, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

Staff will provide updates to Council regarding City responses, impacts to workforce, and business challenges.

**Recommendation:**

Discussion Only

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City ManagerITEM NO. ~~WORKSHOP-3~~

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

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**Subject:**

Discussion regarding Tractor/Trailer Parking in Residential Areas

Requested By: Finley deGraffenried, City Manager

Submitted By: Sammy Bailey, Police Chief

Date Submitted: March 20, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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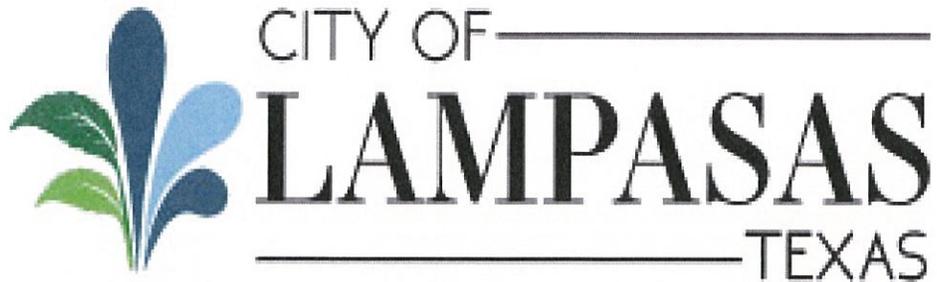
**Summary Statement:**

Based on recent public input, Staff is seeking Council input on modifying regulations for tractor/trailer parking in residential areas. Chief Bailey and Sergeant Barrio will review issues and complaints received.

**Recommendation:**

Discussion and direction for further study or investigation.

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**PROCLAMATION OF APRIL AS FAIR HOUSING MONTH**

WHEREAS; Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS; The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

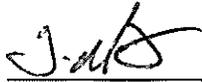
WHEREAS; The anniversary of this National Fair Housing Law provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE we have affixed our signatures on this 23<sup>rd</sup> day of March 2020.

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Mayor

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City Manager

ITEM NO. 1.3

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

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**Subject:**

Public Hearing to receive citizen comments regarding the first reading of an Ordinance to re-adopt Chapter 50, Article II, Sec. 50:31-36 Curfew for Minors

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: March 11, 2020

For the agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments: (1) Copy of Curfew for Minors Ordinance; (2) Copy of Local Government Code 370: (3) Three year review (2017-2019) of Curfew Violations.

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**Summary Statement:**

Section 370.002 of the Local Government Code requires that after a city adopts a juvenile curfew ordinance, the city must review and readopt the ordinance every three years. The statute requires that a city:

Review the Ordinance's effects on the community and on problems the ordinance was intended to remedy;

Conduct public hearings on the need to continue the ordinance; and

Abolish, continue, or modify the ordinance.

A juvenile curfew ordinance expires if the city does not review and readapt it every three years. Without the curfew ordinance, the Lampasas Police Department will have no authority to keep juveniles off the streets at such late hours.

**Recommendation:**

Discussion Only

### **2017 Curfew Violations:**

- 14 curfew warnings
- 3 citations
- Handled and Released: Minors from Copperas Cove fell asleep in car-told about curfew ordinance and sent home; report of minors being belligerent to customers at a late business-business advised no issues officer informed them of curfew ordinance and sent home. 16 year old female with adult male, parents out of town. 4 given a verbal warning and escorted home.

Areas of the City: Key Avenue, Stanley Street, Chestnut, Howe, South Spring, East Avenue B, Central Texas Expressway, Sunrise Hills, Hanna Springs School, and West First Street.

2 suspected of burglarizing vehicles, hiding under at Hanna Springs during BBQ Cook-Off, gun visible in vehicle. They were issued citations.

2 males alley behind Medinas-saw officer and ran, hid, saw officer again and ran-one minor (14) issued a citation-parents called.

One minor took a family members vehicle without permission, broke down and was wandering around a neighborhood looking for jumper cables. No charges and warning.

### **2018 Curfew Violations:**

- 13 written warnings
- 17 written citations: Group in an alley behind a business, suspected of burglarizing vehicles,
- 7 handled and released. One group of three called 911-lost in park trying to find their way. One walking to clear his head-parent contacted. Two at school at 23:25 sitting in car-parents contacted. One walking home from event-unable to contact parents-ride home.

Areas of the City: 200 West Avenue A, 900 South Key, West 580 Sports Complex, 400 East 4<sup>th</sup> Street, 900 South Spring, 1300 West Sixth, 2200 South 281, 700 West Avenue A, 100 Ohnmeiss, 700 South Key.

### **2019 Curfew Violations:**

- 17 written warnings
- 10 written citations
- 6 handled and released

Areas of the City: Soccer field, W.M Brook Park, West 580-Sports Complex, 900 South Key, 100 Ohnmeiss, East 580, 1500 West 4<sup>th</sup> street, Central Texas Expressway, 300 South Willis, 1200 East Third.

Sec. 370.002. REVIEW OF JUVENILE CURFEW ORDER OR ORDINANCE.

(a) Before the third anniversary of the date of adoption of a juvenile curfew ordinance by a general-law municipality or a home-rule municipality or an order of a county commissioners court, and every third year thereafter, the governing body of the general-law municipality or home-rule municipality or the commissioners court of the county shall:

(1) review the ordinance or order's effects on the community and on problems the ordinance or order was intended to remedy;

(2) conduct public hearings on the need to continue the ordinance or order; and

(3) abolish, continue, or modify the ordinance or order.

(b) Failure to act in accordance with Subsections (a)(1)-(3) shall cause the ordinance or order to expire.

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

Council Members absent:

Mike White

City Staff Present:

Finley deGraffenried, City Manager  
Christina Marez, City Secretary  
Becky Sims, Zoning Administrator/Asst. City Secretary  
Vicki Tower, Asst. City Secretary  
Yvonne Moreno, Finance Director  
Monica Wright, Information Systems Director  
Mandy Walsh, Economic Development Director  
Rickie Roy, Public Works Director  
Sammy Bailey, Police Chief  
Jeffry Smith, Fire Chief  
Van Sims, Water/Wastewater Operations Manager

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

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:31 p.m.

2. Discussion and updates regarding 2020 City Council Work Plan

City Manager asked for Council to provide input on the 2020 Council Work Plan and asked for consideration of a date for another meeting on the Plan and its implementation.

It was the consensus of Council members that the next Council Work Plan meeting be held on April 20, 2020 at 6:00 p.m.

3. Discussion regarding Cooper Spring Trail Grant

City Manager deGraffenried explained that this item was discussed during workshop at the February 5, 2020 City Council Meeting. Since that time Staff has met and discussed funding options with Mr. Rex Johnson to support the Cooper Spring Trail Grant. The grant was written by and awarded to the Cooper Spring Non-Profit Foundation Group; however, the Group has been unable to initiate the project due to administrative requirements. Mr. Johnson was unable to be in attendance to discuss possible cost share for grant administration. The 50% cost share for the administration and required studies is approximately \$8,500.00. There is a corresponding action item in regular session for Council consideration.

4. Discussion and presentation of the Chamber of Commerce and Visitor Center First Quarter Report.

Melissa Unger, Chamber Director, reviewed the Lampasas County Chamber of Commerce & Visitor Center First Quarter Report with the requested reimbursement amount of \$12,305.14.

Council thanked her for the report.

5. Discussion regarding any item on the regular agenda

There was no discussion.

6. Adjourn Workshop Session

Council member Williamson moved to adjourn the workshop session 5:42 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried. (White absent)

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| <b>REGULAR SESSION</b><br><b>6:00 p.m.</b> |
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**ANNOUNCEMENTS**

A. Call to Order

Mayor Talbert called the regular session to order at 6:00 p.m.

B. Invocation and Pledge of Allegiance

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

C. Presentations and Proclamations

There were no presentations or proclamations.

D. Community Champion

Mayor Talbert recognized Stacy Martin as the Community Champion for her service as a volunteer coordinator and coach for the Lampasas Special Olympics Athletes. She works with these athletes by coaching them to improve their skills but most importantly to be their biggest cheerleader.

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| <b>PUBLIC HEARINGS/CITIZEN COMMENTS</b> |
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| 1.1 | Citizen comments – Any citizen who desires to address the City Council on a matter <b>not included</b> on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item. |
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There were no citizen comments.

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

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| 1.3 | Public Hearing to receive citizen comments regarding approval, denial, or approval with modification(s) the rezone of .27 acres from Retail “R” to Single Residential Family-6 “SF-6”, Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5 <sup>th</sup> Street, Lampasas, Texas. |
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that Eric McKellep is requesting the rezone of .27 acres, described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5th Street, from Retail “R” to Single Residential Family-6 “SF-6. He is requesting the rezone, as well as a Specific Use Permit as a separate request, to allow for an accessory dwelling/garage apartment.

Sims reviewed the following:

- She sent 36 letters to surrounding property owners within 200 feet; four were received in favor of the request
- The Planning and Zoning Commission heard this request on March 5, 2020 and recommended approval to City Council to rezone the property from Retail “R” to Single Residential Family-6 “SF-6.

Mayor Talbert opened the public hearing for any citizen comments. There were no comments.

Council member Monroe moved to close the public hearing. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (White absent)

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| 1.4 | Public Hearing to receive citizen comments regarding approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an accessory dwelling (garage apartment) in an area zoned Single Residential Family-6 “SF-6”, Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5 <sup>th</sup> Street, Lampasas, Texas. |
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this is the second part to Mr. Eric McKellep rezone request to the property described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5th Street. If the rezone is approved from Retail “R” to Single Family Residential-6 “SF-6”, he is requesting a Specific Use Permit (SUP) to allow for an accessory dwelling (garage apartment).

Sims reviewed the following:

- She combined the notice that was sent to the surrounding 200-foot property owners of the rezone request, as discussed under Item 1.3, with this Specific Use Permit.
- She sent 36 letters to surrounding property owners within 200 feet; four were received in favor of the request

- The Planning and Zoning Commission heard this request on March 5, 2020.
- Commission members Baltrun, Vann, Skinner and Canales recommended approval, McCauley and Jackson were opposed and Fuir was absent.
- She explained that the opposition from Commission member Jackson was that he wanted the building material of the garage apartment to be the same as the home. That requirement is only defined for property in the Agricultural “AG” zoning district.
- The opposition from Commission member McCauley was for his concern of the accessory building being built on a separate lot rather than the home and this building being on one combined lot.

Mayor Talbert opened the public hearing for any citizen comments. There were no comments.

Council member Monroe moved to close the public hearing. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

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| 1.5 | Public Hearing to receive citizen comments regarding approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for Portable Building Sales (outdoor display) in an area zoned Commercial “C”. The property is described as 3.15 acres of the Daniel Stanley Survey, Abstract No. 631; being all of lots 1 & 2 and part of lots 3 & 4, Block 14 and 0.41 acres of School Avenue of the S.J. Harrells Addition; commonly known as 1573 Barnes Street, Lampasas Texas, Lampasas County. |
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that Mr. Jeff DePalma, owner of LJD Sales, is requesting a request for a Specific Use Permit (SUP) to allow for Portable Building Sales (outdoor display) in an area zoned Commercial “C”. The property is described as 3.15 acres of the Daniel Stanley Survey, Abstract No. 631; being all of lots 1 & 2 and part of lots 3 & 4, Block 14 and 0.41 acres of School Avenue of the S.J. Harrells Addition; commonly known as 1573 Barnes Street.

Sims reviewed the following:

- She sent 10 letters to surrounding property owners within 200 feet; one response was received in favor of the request
- The Planning and Zoning Commission heard this request on March 5, 2020 and recommended approval to City Council the request for a Specific Use Permit (SUP) to allow for Portable Building Sales (outdoor display) in an area zoned Commercial “C”.

Mayor Talbert opened the public hearing for any citizen comments. There were no comments.

Council member Monroe moved to close the public hearing. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (White absent)

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| 1.6 | Public Hearing to receive citizen comments regarding approval, denial, or approval with modification(s) the rezone of the following tracts from Light Industrial to Multi-Family Residential-2 District “MF-2” (Apartments) <ul style="list-style-type: none"> <li>• Tract One- .096 acre out of the John Burleson Survey, Abstract No. 42 Lampasas County, Texas and including a part of Seventh Street and Lots 5 &amp; 6 Block 21, Old Town of Lampasas.</li> <li>• Tract Two- 0.32 acre out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Lots 6 &amp; 7 and a part of the alley, Block 21, Old Town of Lampasas.</li> <li>• Tract Three- 1.61 acres out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Elm Street, Lots 7 &amp; 8 and a part of the alley, Block</li> </ul> |
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that Mike and Sandra Irvin are requesting the rezone of the property as read that is currently zoned Light Industrial “LI” to Multi-Family Residential-2 “MF-2” (Apartments).

Sims reviewed the following:

- She sent 11 letters to surrounding property owners within 200 feet; 1 response was received in approval of the request
- The Planning and Zoning Commission heard this request on March 5, 2020 and recommended approval to City Council the rezone of the property as read that is currently zoned Light Industrial “LI” to Multi-Family Residential-2 “MF-2” (Apartments).

Mayor Talbert opened the public hearing for any citizen comments. There were no comments.

Council member Monroe moved to close the public hearing. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (White absent)

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| 1.7 | Public hearing to receive citizen comments regarding amendment to text of the City of Lampasas Zoning Regulations: <ul style="list-style-type: none"><li>• Section 31.3 -Planned Development Requirements to allow minimum tract area of 2 acres for a single podium structure</li></ul> |
|-----|--|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that City Staff is asking Council to consider amendments to text relating to minimum tract area for Planned Development.

Sims reviewed the following:

- The current text reads:
  - 31.3 Planned Development
  - A) No Change
  - B) No Change
  - C) No Change
  - D) The minimum acreage for a planned development request shall be three (3) acres.
- The proposed text:
  - 31.3 Planned Development
  - A) No Change
  - B) No Change
  - C) No Change
  - D) The minimum acreage for a planned development request shall be three (3) acres; unless it is a single podium structure then the minimum required acreage shall be two (2) acres.
- The Planning and Zoning Commission heard this request on March 5, 2020. The Commission recommended approval to City Council to consider amending text to amend the minimum tract area. (Skinner, Canales, Jackson, Vann and Baltrun all approved the amendment to the text, McCauley was opposed, Fiur was absent)

Council member Clark asked about parking. City Manager deGraffenried said that parking would need to follow the underlying zoning district.

Mayor Talbert opened the public hearing for any citizen comments. There were no comments.

Council member Monroe moved to close the public hearing. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

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| 1.8 | Public hearing to receive citizen comments regarding amendment to text of the City of Lampasas Zoning Regulations: <ul style="list-style-type: none"><li>• Section A.3. -Definitions- to define a podium structure as a multi-occupancy, multi-use horizontally separated building typically with more intense land uses on the lower floors and multi-family residential on higher floors. Other combinations of land-uses may be considered as part of a Planned Development</li></ul> |
|-----|--|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that City Staff is asking Council to consider amending City of Lampasas Zoning Ordinance No. 878, Section A.3- Definitions as follows:

- Podium Structure- A multi-occupancy, multi-use horizontally separated building typically with more intense land uses on the lower floors and multi-family residential on higher floors. Other combinations of land-uses may be considered as part of a Planned Development.

Sims explained that the Planning and Zoning Commission heard this request on March 5, 2020. The Commission recommended approval to City Council to consider adding Podium Structure to Section A-3 Definitions in the Zoning Regulations.

Mayor Talbert opened the public hearing for any citizen comments. There were no comments.

Council member Monroe moved to close the public hearing. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

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| 1.9 | Public hearing to receive citizen comments regarding amendment to text of the City of Lampasas Zoning Regulations: <ul style="list-style-type: none"><li>• Section 22.3 MF-2- Multi-Family Residential District (Apartments) to allow structure heights over 35 feet if part of a Planned Development, or no greater than 5 over 2 if a podium building.</li></ul> |
|-----|--|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that City Staff is asking Council to consider amendments to text relating to height requirements for structures if they are part of a Planned Development.

Sims explained the following:

- The current text reads: Maximum Height - Three (3) stories for the main building including recreational buildings.
- Proposed amended text: Maximum Height - Three (3) stories for the main building including recreational buildings, however structures may exceed 35 feet if part of a Planned Development, or no greater than 5 over 2 if a podium building.
- The Planning and Zoning Commission heard this request on March 5, 2020. The Commission recommended approval to City Council to consider amending text as presented relating to structures of a Planned Development.

Mayor Talbert opened the public hearing for any citizen comments. There were no comments.

Council member Monroe moved to close the public hearing. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (White absent)

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| 2.0 | MINUTES   |
| 2.1 | Discussion and possible action concerning approval of minutes of the Regular Meeting on February 24, 2020 |

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. (White absent)

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| 3.0 | CONSENT AGENDA   |
| 3.1 | Discussion and possible action regarding purchases and charges in excess of \$4,000 from February 1, 2020 to February 29, 2020   |
| 3.2 | Discussion and possible action concerning the second reading of an Ordinance regulating outdoor burning within the city limits of the City of Lampasas establishing the allowable materials, rules and regulations for burning; setting burn permit fees; penalties for violations; providing a severability clause; providing an effective date; and providing an open meeting clause |

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

|     |                           |
|-----|---------------------------|
| 4.0 | BOARDS/DEPARTMENT REPORTS |
| 4.1 |                           |

There were no board or department reports.

|     |                                   |
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| 5.0 | ROUTINE MATTERS                   |
| 5.1 | City Manager’s Operational Report |

City Manager deGraffenried reviewed the following:

- Vision - Vision Lampasas will be holding their Boot Mural unveiling on March 19, 2020, right across Western Street from City Hall. The event will include invited dignitaries, such as Council, and will begin at 11:00 a.m. Attendees are encouraged to come in theme by wearing their favorite pair of cowboy boots.
- Coronavirus - The City, through Fire Chief Jeff Smith, continues to monitor any potential impacts, and response to the coronavirus. The Fire Chief is briefed from the Governor's office, which has generally promoted best practices for hygiene including frequent hand washing and covering coughs and sneezes. Employees that have high customer contact have been encouraged to disinfect their workstations, and to stay home if they are under the weather. The other, non-medical, impact of the virus is in the City's ability to find favorable rates on investments. As an example, the yield on 2-year treasuries has dropped 60% in two weeks.
- CIP - The CIP Committee met on March 5, 2020 to review the latest draft of the Public Facilities schedule and to review the initial draft of the Capital Projects schedule. The schedule includes three new categories: Apparatus and Equipment, Planning, and Technology. Two areas seemed to garner more conversation than others, including retaining walls along Sulphur Creek, and Public

Safety Communications. The Committee will meet again on March 26, 2020 to review the Major Maintenance and Fleet schedules at the new Water/Wastewater Shop and Lab.

- Avenue C - Weather has slightly disrupted the completion of the Avenue C utility project. To date, the Contractor has 5 tie-ins remaining including one on the 18-inch transmission line. Providing work proceeds as planned, concrete and asphalt contractors should commence their work by the middle of next week.
- Leadership Class - Included in Council's packet was a release from the Central Texas Council of Governments regarding Leadership Central Texas 2020 beginning in June. The purpose of the series of daylong classes is to develop and orient community leaders on regional issues and opportunities. The class also is a great opportunity to network with other community leaders in the Central Texas region.
- Town Hall - As previously discussed with City Council, the next Town Hall Meeting to discuss Landscape Policies, form surveys and recycling, will be held on April 6, 2020 at 6:00 p.m. City Secretary, Christina Marez, has reserved the Old Middle School cafeteria due to the potential number of attendees. City Staff is in the process of collecting additional information on services other communities provide, as well as potential costs of curbside recycling.

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| 5.2 | MAYOR'S COMMENTS |
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Mayor Talbert wished everyone a safe and fun Spring Break week.

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| 6.0 | UNFINISHED BUSINESS |
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There was no unfinished business.

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| 7.0 | NEW BUSINESS  |
| 7.1 | Discussion and possible action regarding the acceptance of the Chamber of Commerce 1 <sup>st</sup> Quarter Report as presented. |

Melissa Unger, Chamber Director, explained that this report was presented and discussed during workshop. The Chamber is asking for reimbursement of covered expenses in the amount of \$12,305.14.

Mayor Pro Tem Monroe moved to approve the Chamber of Commerce and Visitor Center First Quarter Report and approve the reimbursement request for covered expenses from the Hotel Occupancy Tax Fund in the amount of \$12,305.14. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (White absent)

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| 7.2 | Discussion and possible action regarding the approval of Hotel Occupancy Tax Funds in the amount of \$3,548.74 for the Chamber of Commerce BBQ Cook Off to be held April 3-4, 2020 at the 580 Sports Complex and Arena. |
|-----|---|

Melissa Unger, Chamber Director, reviewed the advertising/promotion and general funding for this event. She explained that the Chamber was requesting approval of Hotel Occupancy Tax Funds in the amount of \$3,548.74 for the event expenses related to the Lampasas Beer Barn LTX BBQ Fest to be held April 3-4, 2020 at the 580 Sports Complex and Arena. The venue and dates are different this year from those held previously.

Mayor Pro Tem Monroe moved to approve Hotel Occupancy Tax Funds in the amount of \$3,548.74 for the qualifying event expenses related to the Lampasas Beer Barn LTX BBQ Fest to be held April 3-4, 2020 at

the 580 Sports Complex and Arena. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

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| 7.3 | Discussion and possible action regarding cost share opportunities in the administrative process of the Cooper Spring Trail Grant |
|-----|--|

City Manager deGraffenried explained that this item was discussed during workshop at the February 5, 2020 City Council Meeting. Since that time, City Staff has met and discussed funding options to support the Cooper Spring Trail Grant. The grant was written by and awarded to the Cooper Spring Non-Profit Group; however, the Group has been unable to initiate the project due to administrative requirements. He explained that 50% funding for administration and required studies is \$8,500.00 and could be funded out of the City Managers departmental budget.

Discussion included that if the scope of work was reduced, the costs may be less.

Council member Williamson moved to approve the cost share of 50% with Cooper Spring Non-Profit Foundation Group for Trail Grant Administration not to exceed \$8,500.00. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (White absent)

|     |   |
|-----|---|
| 7.4 | Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial, or approval with modification(s) the rezone of .27 acres from Retail "R" to Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5 <sup>th</sup> Street, Lampasas, Texas. |
|-----|---|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in public hearing.

Council member Clark moved to approve the first reading of an Ordinance to consider approval, denial, or approval with modification(s) the rezone of .27 acres from Retail "R" to Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5<sup>th</sup> Street, Lampasas, Texas. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

|     |   |
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| 7.5 | Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an accessory dwelling (garage apartment) in an area zoned Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5 <sup>th</sup> Street, Lampasas, Texas. |
|-----|---|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in public hearing.

Council member Toups moved to approve the first reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an accessory dwelling (garage apartment) in an area zoned Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5<sup>th</sup> Street, Lampasas, Texas. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried. (White absent)

|     |   |
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| 7.6 | Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for Portable Building Sales (outdoor display) in an area zoned Commercial "C". The property is described as 3.15 acres of the Daniel Stanley Survey, Abstract No. 631; being all of lots 1 & 2 and part of lots 3 & 4, Block 14 and 0.41 acres of School Avenue of the S.J. Harrells Addition; commonly known as 1573 Barnes Street, Lampasas Texas, Lampasas County. |
|-----|---|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in public hearing.

Council member Clark moved to approve the first reading of an Ordinance to consider approval, denial or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for Portable Building Sales (outdoor display) in an area zoned Commercial "C". The property is described as 3.15 acres of the Daniel Stanley Survey, Abstract No. 631; being all of lots 1 & 2 and part of lots 3 & 4, Block 14 and 0.41 acres of School Avenue of the S.J. Harrells Addition; commonly known as 1573 Barnes Street, Lampasas Texas, Lampasas County. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (White absent)

|     |   |
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| 7.7 | <p>Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial, or approval with modification(s) the rezone of the following tracts from Light Industrial to Multi-Family Residential-2 District "MF-2" (Apartments); generally known as 707 S. Pecan Street, Lampasas, Texas</p> <ul style="list-style-type: none"> <li>• Tract One- .096 acre out of the John Burleson Survey, Abstract No. 42 Lampasas County, Texas and including a part of Seventh Street and Lots 5 &amp; 6 Block 21, Old Town of Lampasas.</li> <li>• Tract Two- 0.32 acre out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Lots 6 &amp; 7 and a part of the alley, Block 21, Old Town of Lampasas.</li> <li>• Tract Three- 1.61 acres out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Elm Street, Lots 7 &amp; 8 and a part of the alley, Block 21, Old Town of Lampasas.</li> </ul> |
|-----|---|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in public hearing.

Council member Toups moved to approve the first reading of an Ordinance to consider approval, denial, or approval with modification(s) the rezone of the following tracts from Light Industrial to Multi-Family Residential-2 District "MF-2" (Apartments); generally known as 707 S. Pecan Street, Lampasas, Texas

- Tract One- .096 acre out of the John Burleson Survey, Abstract No. 42 Lampasas County, Texas and including a part of Seventh Street and Lots 5 & 6 Block 21, Old Town of Lampasas.
- Tract Two- 0.32 acre out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Lots 6 & 7 and a part of the alley, Block 21, Old Town of Lampasas.
- Tract Three- 1.61 acres out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Elm Street, Lots 7 & 8 and a part of the alley, Block 21, Old Town of Lampasas.

The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (White absent)

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| 7.8 | Discussion and possible action regarding the first reading of an Ordinance to amend the following |
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|--|--|
|  | <p>text of the Lampasas Zoning Regulations:</p> <ul style="list-style-type: none"> <li>• Section 31.3 -Planned Development Requirements to allow minimum tract area of 2 acres for a single podium structure.</li> </ul> |
|--|--|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in public hearing.

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance to amend the following text of the Lampasas Zoning Regulations:

- Section 31.3 -Planned Development Requirements to allow minimum tract area of 2 acres for a single podium structure.

The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (White absent)

|     |   |
|-----|---|
| 7.9 | <p>Discussion and possible action regarding the first reading of an Ordinance to amend the following text of the Lampasas Zoning Regulations:</p> <ul style="list-style-type: none"> <li>• Section A.3. -Definitions- to define a podium structure as a multi-occupancy, multi-use horizontally separated building typically with more intense land uses on the lower floors and multi-family residential on higher floors. Other combinations of land-uses may be considered as part of a Planned Development</li> </ul> |
|-----|---|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in public hearing.

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance to amend the following text of the Lampasas Zoning Regulations:

- Section A.3. -Definitions- to define a podium structure as a multi-occupancy, multi-use horizontally separated building typically with more intense land uses on the lower floors and multi-family residential on higher floors. Other combinations of land-uses may be considered as part of a Planned Development

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

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| 7.10 | <p>Discussion and possible action regarding the first reading of an Ordinance to amend the following text of the Lampasas Zoning Regulations:</p> <ul style="list-style-type: none"> <li>• Section 22.3 MF-2- Multi-Family Residential District (Apartments) to allow structure heights over 35 feet if part of a Planned Development, or no greater than 5 over 2 if a podium building.</li> </ul> |
|------|---|

Becky Sims, Zoning Administrator/Asst. City Secretary, explained that this item was discussed in public hearing.

Council member Toups moved to approve the first reading of an Ordinance to amend the following text of the Lampasas Zoning Regulations:

- Section 22.3 MF-2- Multi-Family Residential District (Apartments) to allow structure heights over 35 feet if part of a Planned Development, or no greater than 5 over 2 if a podium building.

The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

7.11 Select and announce possible winner of website photo contest entry.

Monica Wright, Information Systems Director, explained that there was one photo entry “Down Key” submitted by Jamie Villa.

Council member Williamson moved to select “Down Key” submitted by Jamie Villa as the winner of the photo contest. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (White absent)

7.12 Discussion and possible action to appoint a member to fill vacancy for ADHOC Audit Committee.

City Manager deGraffenried explained that annually, the City has reviewed the audit in detail initially by an ad-hoc Committee. The Committee, appointed by Council, has been comprised of the Mayor, Mayor Pro-Tem, and one City Council member. Robert McCauley previously filled the position of Council member and now Council is asked to appoint a member to fill his position on the Committee.

Council member Kuehne moved to appoint Council member Randy Clark to fill the vacancy on the ADHOC Audit Committee. The motion was Council member Toups and with a vote of five in favor and one abstention (Clark), the motion carried. (White absent)

7.13 Discussion and possible action to authorize the City Manager to request qualifications for licensed attorney(s) to contract as City Prosecutor

City Manager deGraffenried explained that as previously reported, Sue Faulkner has submitted her resignation as City Prosecutor. City Staff is prepared to seek qualified attorneys to act, on a contract basis, in that capacity. Council will ultimately approve the appointment at a future meeting.

Mayor Pro Tem Monroe moved to authorize City Staff to identify and screen qualified candidates for the position of City Prosecutor. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

7.14 Discussion and possible action regarding amendment to rate schedule for Hostess House.

Vicki Tower, Asst. City Secretary, reviewed the proposed rates for a “medium” tier of use and attendance. She said that Council was previously informed of a possible gap in pricing for larger groups but who use the facility for a limited number of hours.

Council member Clark moved to approve the amendment to the rate schedule for medium tier use and attendance for the Hostess House as presented. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (White absent)

7.15 Discuss and consider approval of the second reading of a resolution approving the Lampasas Economic Development Corporation (“LEDC”) Life Safety Grant Program; authorizing use of LEDC Funds for said purpose; and providing for the ongoing administration of the program by LEDC

Mandy Walsh, Economic Development Director, explained that this item was approved on the first reading at the February 24, 2020 Council meeting. Per Chapter 505.158 Texas Local Government Codes, Economic Development Programs require Council approval, by Resolution, on two separate readings.

Council member Clark moved to approve the second reading of a resolution approving the Lampasas Economic Development Corporation (“LEDC”) Life Safety Grant Program; authorizing use of LEDC Funds for said purpose; and providing for the ongoing administration of the program by LEDC. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (White absent)

|      |   |
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| 7.16 | Discussion and request for approval to close Western Street at East Third Street to East Fourth Street on March 19, 2020 from 10:00 a.m. until 12:30 p.m. for the Boot Mural unveiling. |
|------|---|

Sammy Bailey, Police Chief, explained that Diana Hodges with Vision Lampasas is requesting a section of Western Street, in the area between East Third Street and East Fourth Street, be closed for the Boot Mural Unveiling on March 19, 2020. The event will occur from 11:00 a.m.-12:00 p.m. with the presence of Public Officials and the Schaub band will be performing.

Mayor Pro Tem Monroe moved to approve the request to close Western Street at East Third Street to East Fourth Street on March 19, 2020 from 10:00 a.m. until 12:30 p.m. for the Boot Mural unveiling. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (White absent)

Adjourn into Executive Session

Mayor Pro Tem Monroe moved to adjourn into executive session at 6:50 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (White 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:

|     |  |
|-----|--|
| 8.0 | EXECUTIVE SESSION ITEMS  |
| 8.1 | Section 551.074 ( <i>personnel matters</i> ), to deliberate the appointment, employment, evaluation, reassignment, duties of City Secretary; and other personnel matters as allowed by Texas Government Code, Chapter 551. |
| 8.2 | Adjourn Executive Session and reconvene Regular Session  |

Executive session was adjourned at 8:07 p.m. and immediately reconvened into regular session.

**REGULAR SESSION**

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

There was no action taken.

Adjourn

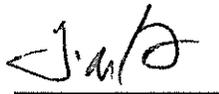
Council member Kuehne moved to adjourn the meeting at 8:08 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried. (White absent)

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

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

ATTEST:

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

  
City Manager

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

**Subject:** Discussion and Possible Action on the Receipt of the Monthly Investment Report for February 2020.

Requested By: Yvonne Moreno, Finance Director  
Submitted By: Yvonne Moreno, Finance Director

Date Submitted: March 18, 2020 For the Agenda of: March 23, 2020

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

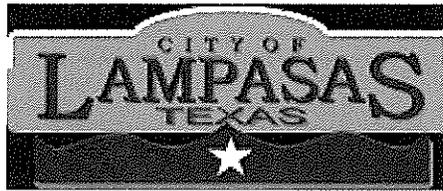
**Summary Statement:**

The weighted average maturity of City investments is 1 day.

The City's yield to maturity is .702

| <u>Place of Investment</u> | <u>Investment Amount</u> | <u>% of Portfolio</u> |
|----------------------------|--------------------------|-----------------------|
| TexPool / TexPool Prime    | \$2,526,137.97           | 15.16%                |
| TexStar                    | \$1,624,267.96           | 9.75%                 |
| Bancorp South              | \$6,593,288.53           | 39.57%                |
| Money Market               | \$3,875,849.09           | 23.26%                |
| Frost Bank                 | \$2,042,218.43           | 12.26                 |
| %                          |                          |                       |

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



**Monthly Investment Report  
February 29, 2020**

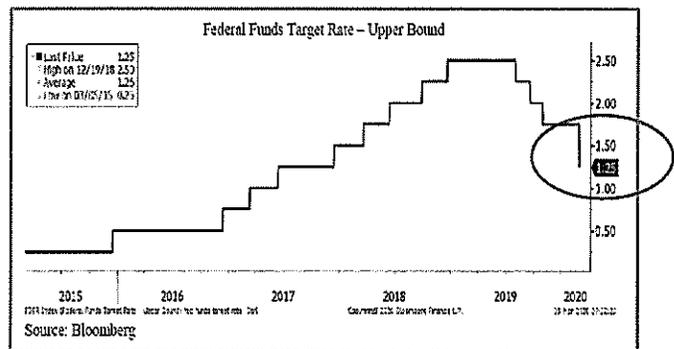
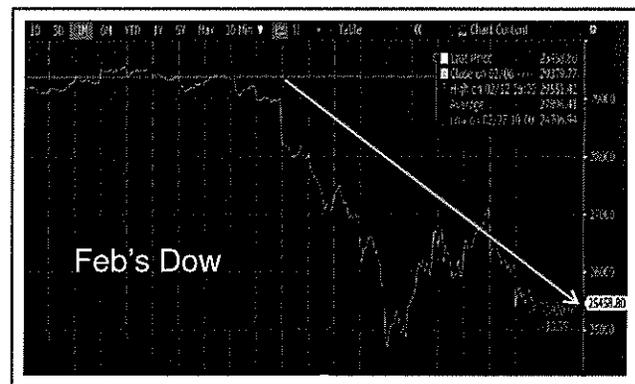
PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

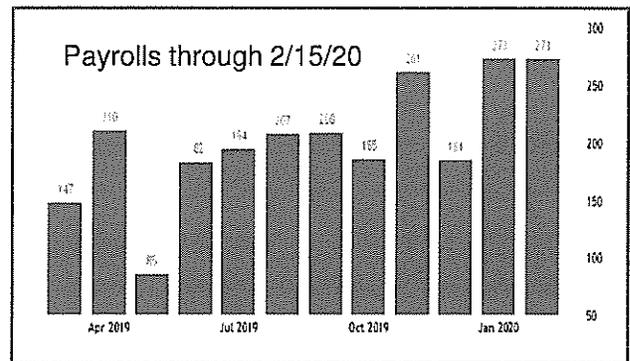
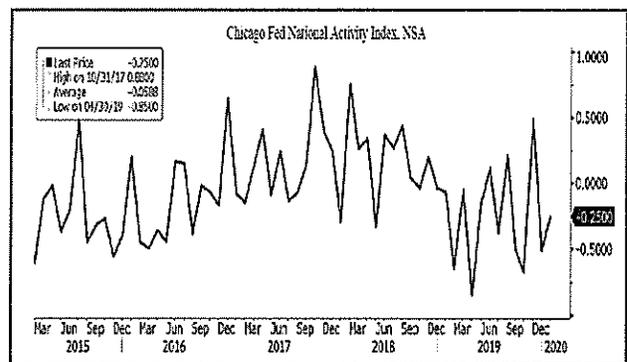
## Virus Panic Overwhelms Markets

- Although the month of February started out solidly with the stock markets hitting all time highs and the economic picture still solid and stable, the last half of the month gripped the markets and put market participants in panic.
- U.S. economic growth remained mixed in early 2020, with moderate strength in consumer spending, a likely bottoming in business fixed investments and a robust housing sector.
- The corona virus (COVID-19), however, changed the entire investing landscape. The threat has had a major impact, reducing economic activity in China and disrupting global supply chains.
- The corona virus's jump to other countries has fanned investor fears. The risk of a U.S. contagion has hit share prices hard and fueled a flight to safety into bonds (lower yields).
- The historic highs of stocks crashed to historic daily lows and volatility. The fear was based on layoffs, decreased travel and constrained supply chains.
- G7 Finance Ministers met in face of the virus and issued a joint statement announcing a coordinated response. The statement noted that the leaders "are closely monitoring the spread of COVID-19 and its impact on markets and economic conditions." They also reaffirmed their "commitment to use all appropriate policy tools to achieve strong, sustainable growth and safeguard against downside risks."
- The Fed's response was to make an emergency ½ % cut to the Fed Funds rates rather than to wait for their planned March 17-18 policy meeting. It was following Japan and Australia.
- Lower interest rates may not help much to offset the panic. The hit to China's economy will impact all its trading partners and until we get a clear indication of a peaking in cases, that panic looks to continue.



# Fed Versus the Virus - Round One

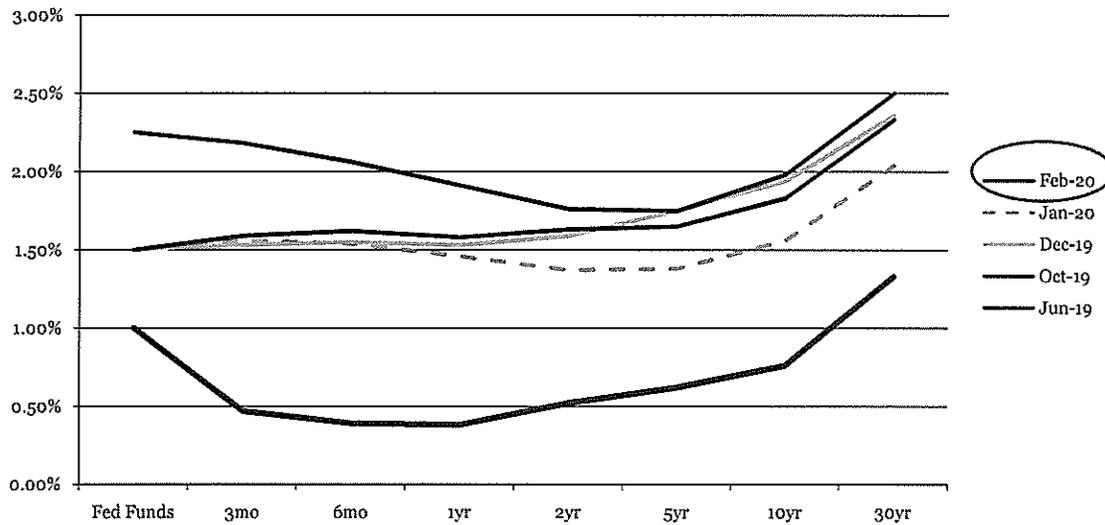
- Going forward, despite the latest rounds of economic data still painting a relatively solid picture of domestic conditions – at least in hindsight – the FOMC is likely to continue a campaign of further policy adjustments with very few other arrows in their quiver. Additional cuts are being priced in by the market and may, if not eventually, reach an approaching zero.
- In times of uncertainty, markets typically look to central banks for a panacea. But since this is not economic in nature per se, but a potential to slow economies, do central banks even have the medicine they need. A series of rate cuts may prove ineffective if no business or consumer uses it. China remains in a virtual lock-down that lower rates will not cure.
- As the threat from the global outbreak continues to choke off international supply chains, restraining global travel and tourism, retail expenditures, as well as the free flow of labor, capital and goods, U.S. central bankers will act to cushion the domestic economy with the limited tools they have available. The question will be whether fiscal weapons will be brought to bear.
- The developing nature of the virus' threat – both real and perceived – is not yet quantifiable so the actions of the central banks can not be judged.
- Gold is up as investors run to grab safety nets, but when OPEC tried to cut production, the members again did not play well in the sand box so oil has dropped to three year lows. Most of the move will be into the US fixed income market continuing to drive yields on treasuries and agencies lower.





# This is more than anyone expected

- To say this month's moves are dramatic is to state the obvious. The virus has caused rates to plummet. The corona virus has increased the demand for safe havens while questions about liquidity swirled in the debt markets. The virus has spurred an epic rally in global bonds as we re-visit historic low rates.
- Each day as the equity market gyrated wildly, the impact could be felt in the fixed income market. Risk off days brought broad swings to lower rates as investors rushed for safety. The curve dropped across all maturities. The question will be IF and WHEN the virus is tamed, will the supply chains and economic disruptions be too far depressed to be overcome in short order, because supply chains will start up immediately. That will probably depend on how long it lasts.
- On the short end the traders are amped up on bets that the Fed will cut again in March. Even the stronger than expected jobs report for February was enough to dent that call.

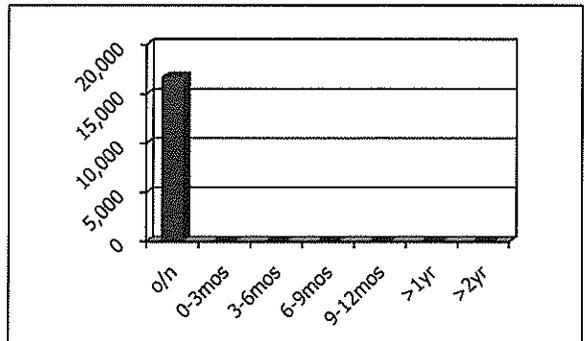
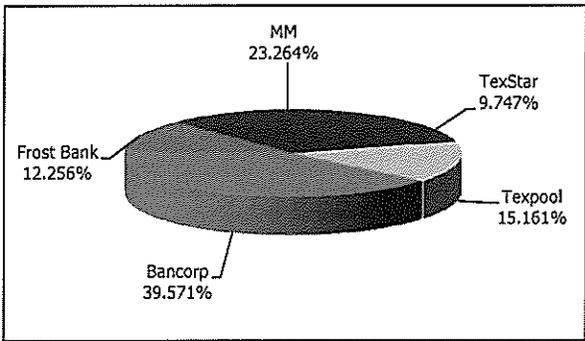


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

# Your Portfolio

As of February 29, 2020

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our ongoing anticipation of lower rates into 2020. These rate cuts and the potential of more decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.





**City of Lampasas, Texas  
Portfolio Management  
Portfolio Summary  
February 29, 2020**

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

| Investments           | Par Value            | Market Value         | Book Value           | % of Portfolio | Term     | Days to Maturity | YTM 365 Equiv. |
|-----------------------|----------------------|----------------------|----------------------|----------------|----------|------------------|----------------|
| Bancorp South         | 6,593,288.53         | 6,593,288.53         | 6,593,288.53         | 39.57          | 1        | 1                | 0.310          |
| Texpool/Texpool Prime | 2,526,137.97         | 2,526,137.97         | 2,526,137.97         | 15.16          | 1        | 1                | 1.642          |
| TexStar               | 1,624,267.96         | 1,624,267.96         | 1,624,267.96         | 9.75           | 1        | 1                | 1.564          |
| Frost Bank            | 2,042,218.43         | 2,042,218.43         | 2,042,218.43         | 12.26          | 1        | 1                | 0.000          |
| Money Market          | 3,875,849.09         | 3,875,849.09         | 3,875,849.09         | 23.26          | 1        | 1                | 0.766          |
| <b>Investments</b>    | <b>16,661,761.98</b> | <b>16,661,761.98</b> | <b>16,661,761.98</b> | <b>100.00%</b> | <b>1</b> | <b>1</b>         | <b>0.702</b>   |

| Total Earnings | February 29 Month Ending | Fiscal Year To Date |
|----------------|--------------------------|---------------------|
| Current Year   | 9,268.57                 | 65,463.66           |

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

Yvonne Moreno, Interim Finance Director

Reporting period 02/01/2020-02/29/2020  
Data Updated: SET\_LAMP: 03/18/2020 11:57  
Run Date: 03/18/2020 - 11:58

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



**City of Lampasas, Texas**  
**Summary by Type**  
**February 29, 2020**  
**Grouped by Fund**

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

| Security Type                         | Number of Investments | Par Value            | Book Value           | % of Portfolio | Average YTM 365 | Average Days to Maturity |
|---------------------------------------|-----------------------|----------------------|----------------------|----------------|-----------------|--------------------------|
| <b>Fund: Cash</b>                     |                       |                      |                      |                |                 |                          |
| Bancorp South                         | 3                     | 5,549,910.87         | 5,549,910.87         | 33.31          | 0.308           | 1                        |
| Money Market                          | 5                     | 3,875,849.09         | 3,875,849.09         | 23.26          | 0.766           | 1                        |
| Texpool/Texpool Prime                 | 1                     | 1,774,386.73         | 1,774,386.73         | 10.65          | 1.591           | 1                        |
| <b>Subtotal</b>                       | <b>9</b>              | <b>11,200,148.69</b> | <b>11,200,148.69</b> | <b>67.22</b>   | <b>0.870</b>    | <b>1</b>                 |
| <b>Fund: Cert. of Obligation 2016</b> |                       |                      |                      |                |                 |                          |
| Texpool/Texpool Prime                 | 1                     | 751,751.24           | 751,751.24           | 4.51           | 1.764           | 1                        |
| <b>Subtotal</b>                       | <b>1</b>              | <b>751,751.24</b>    | <b>751,751.24</b>    | <b>4.51</b>    | <b>1.764</b>    | <b>1</b>                 |
| <b>Fund: Electric</b>                 |                       |                      |                      |                |                 |                          |
| Bancorp South                         | 1                     | 358,025.18           | 358,025.18           | 2.15           | 0.308           | 1                        |
| Frost Bank                            | 1                     | 2,042,218.43         | 2,042,218.43         | 12.26          | 0.000           | 1                        |
| TexStar                               | 1                     | 1,624,267.96         | 1,624,267.96         | 9.75           | 1.554           | 1                        |
| <b>Subtotal</b>                       | <b>3</b>              | <b>4,024,511.57</b>  | <b>4,024,511.57</b>  | <b>24.16</b>   | <b>0.859</b>    | <b>1</b>                 |
| <b>Fund: LEDC</b>                     |                       |                      |                      |                |                 |                          |
| Bancorp South                         | 2                     | 411,789.98           | 411,789.98           | 2.47           | 0.308           | 1                        |
| <b>Subtotal</b>                       | <b>2</b>              | <b>411,789.98</b>    | <b>411,789.98</b>    | <b>2.47</b>    | <b>0.308</b>    | <b>1</b>                 |
| <b>Fund: Seizures</b>                 |                       |                      |                      |                |                 |                          |
| Bancorp South                         | 2                     | 17,271.70            | 17,271.70            | 0.10           | 0.307           | 1                        |
| <b>Subtotal</b>                       | <b>2</b>              | <b>17,271.70</b>     | <b>17,271.70</b>     | <b>0.10</b>    | <b>0.307</b>    | <b>1</b>                 |
| <b>Fund: Trust</b>                    |                       |                      |                      |                |                 |                          |
| Bancorp South                         | 2                     | 72,867.28            | 72,867.28            | 0.44           | 0.558           | 1                        |
| <b>Subtotal</b>                       | <b>2</b>              | <b>72,867.28</b>     | <b>72,867.28</b>     | <b>0.44</b>    | <b>0.558</b>    | <b>1</b>                 |
| <b>Fund: Water</b>                    |                       |                      |                      |                |                 |                          |
| Bancorp South                         | 1                     | 183,423.52           | 183,423.52           | 1.10           | 0.308           | 1                        |

City of Lampasas, Texas  
 Summary by Type  
 February 29, 2020  
 Grouped by Fund

| Security Type | Number of Investments | Par Value | Book Value    | % of Portfolio | Average YTM 365 | Average Days to Maturity |   |
|---------------|-----------------------|-----------|---------------|----------------|-----------------|--------------------------|---|
|               | Subtotal              | 1         | 183,423.52    | 183,423.52     | 1.10            | 0.308                    | 1 |
|               | Total and Average     | 20        | 16,661,761.98 | 16,661,761.98  | 100.00          | 0.702                    | 1 |



City of Lampasas, Texas  
 Fund CASH - Cash  
 Investments by Fund  
 February 29, 2020

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

| CUSIP                                | Investment # | Issuer                       | Purchase Date | Book Value           | Par Value            | Market Value         | Current Rate | YTM 360      | YTM 365      | Maturity Days To Date Maturity |
|--------------------------------------|--------------|------------------------------|---------------|----------------------|----------------------|----------------------|--------------|--------------|--------------|--------------------------------|
| <b>Bancorp South</b>                 |              |                              |               |                      |                      |                      |              |              |              |                                |
| 0474                                 | 10004        | Bancorp South                | 09/01/2014    | 5,526,567.38         | 5,526,567.38         | 5,526,567.38         | 0.308        | 0.303        | 0.307        | 1                              |
| 3213                                 | 10006        | Bancorp South                | 09/01/2014    | 357.76               | 357.76               | 357.76               | 0.308        | 0.303        | 0.307        | 1                              |
| 4187                                 | 10007        | Bancorp South                | 09/01/2014    | 22,985.73            | 22,985.73            | 22,985.73            | 0.308        | 0.303        | 0.307        | 1                              |
| <b>Subtotal and Average</b>          |              |                              |               | <b>5,549,910.87</b>  | <b>5,549,910.87</b>  | <b>5,549,910.87</b>  |              | <b>0.303</b> | <b>0.308</b> | <b>1</b>                       |
| <b>Texpool/Texpool Prime</b>         |              |                              |               |                      |                      |                      |              |              |              |                                |
| 14103                                | 10000        | Texpool                      | 09/01/2014    | 1,774,386.73         | 1,774,386.73         | 1,774,386.73         | 1.591        | 1.569        | 1.590        | 1                              |
| <b>Subtotal and Average</b>          |              |                              |               | <b>1,774,386.73</b>  | <b>1,774,386.73</b>  | <b>1,774,386.73</b>  |              | <b>1.569</b> | <b>1.591</b> | <b>1</b>                       |
| <b>Money Market</b>                  |              |                              |               |                      |                      |                      |              |              |              |                                |
| 5001632                              | 10023        | Austin Capital Bank MM       | 01/29/2015    | 249,868.49           | 249,868.49           | 249,868.49           | 1.000        | 0.986        | 1.000        | 1                              |
| XXXX579                              | 10026        | Business Bank of TX ICS      | 04/02/2015    | 3,140,522.60         | 3,140,522.60         | 3,140,522.60         | 0.750        | 0.739        | 0.750        | 1                              |
| XXXX561                              | 10029        | Business Bank of TX ICS      | 06/01/2015    | 485,456.00           | 485,456.00           | 485,456.00           | 0.750        | 0.739        | 0.750        | 1                              |
| 4001579                              | 10027        | Business Bk Ultimate Bus M/M | 05/01/2015    | 1.00                 | 1.00                 | 1.00                 |              |              |              | 1                              |
| 4001561                              | 10030        | Business Bk Ultimate Bus M/M | 06/30/2015    | 1.00                 | 1.00                 | 1.00                 |              |              |              | 1                              |
| <b>Subtotal and Average</b>          |              |                              |               | <b>3,875,849.09</b>  | <b>3,875,849.09</b>  | <b>3,875,849.09</b>  |              | <b>0.756</b> | <b>0.766</b> | <b>1</b>                       |
| <b>Total Investments and Average</b> |              |                              |               | <b>11,200,148.69</b> | <b>11,200,148.69</b> | <b>11,200,148.69</b> |              | <b>0.680</b> | <b>0.670</b> | <b>1</b>                       |

Fund CERTS16 - Cert. of Obligation 2016  
Investments by Fund  
February 29, 2020

| CUSIP                                | Investment # | Issuer        | Purchase Date | Book Value        | Par Value         | Market Value      | Current Rate | YTM 360      | YTM 365      | Maturity Days To Date Maturity |
|--------------------------------------|--------------|---------------|---------------|-------------------|-------------------|-------------------|--------------|--------------|--------------|--------------------------------|
| <b>Texpool/Texpool Prime</b>         |              |               |               |                   |                   |                   |              |              |              |                                |
| 14103A                               | 10041        | Texpool Prime | 11/08/2016    | 751,751.24        | 751,751.24        | 751,751.24        | 1.764        | 1.739        | 1.763        | 1                              |
| <b>Subtotal and Average</b>          |              |               |               | <b>751,751.24</b> | <b>751,751.24</b> | <b>751,751.24</b> |              | <b>1.739</b> | <b>1.764</b> | <b>1</b>                       |
| <b>Total Investments and Average</b> |              |               |               | <b>751,751.24</b> | <b>751,751.24</b> | <b>751,751.24</b> |              | <b>1.739</b> | <b>1.764</b> | <b>1</b>                       |

**Fund ELEC - Electric  
Investments by Fund  
February 29, 2020**

| CUSIP                                | Investment # | Issuer                     | Purchase Date | Book Value          | Par Value           | Market Value        | Current Rate | YTM 360      | YTM 365      | Maturity Days To Date Maturity |
|--------------------------------------|--------------|----------------------------|---------------|---------------------|---------------------|---------------------|--------------|--------------|--------------|--------------------------------|
| <b>Bancorp South</b>                 |              |                            |               |                     |                     |                     |              |              |              |                                |
| 0672                                 | 10005        | Bancorp South              | 09/01/2014    | 358,025.18          | 358,025.18          | 358,025.18          | 0.308        | 0.303        | 0.307        | 1                              |
| <b>Subtotal and Average</b>          |              |                            |               | <b>358,025.18</b>   | <b>358,025.18</b>   | <b>358,025.18</b>   |              | <b>0.303</b> | <b>0.308</b> | <b>1</b>                       |
| <b>TexStar</b>                       |              |                            |               |                     |                     |                     |              |              |              |                                |
| 17390                                | 10001        | TexStar                    | 09/01/2014    | 1,624,267.96        | 1,624,267.96        | 1,624,267.96        | 1.564        | 1.542        | 1.564        | 1                              |
| <b>Subtotal and Average</b>          |              |                            |               | <b>1,624,267.96</b> | <b>1,624,267.96</b> | <b>1,624,267.96</b> |              | <b>1.543</b> | <b>1.564</b> | <b>1</b>                       |
| <b>Frost Bank</b>                    |              |                            |               |                     |                     |                     |              |              |              |                                |
| 1732110                              | 10022        | Frost Bank Public Checking | 01/20/2015    | 2,042,218.43        | 2,042,218.43        | 2,042,218.43        |              |              |              | 1                              |
| <b>Subtotal and Average</b>          |              |                            |               | <b>2,042,218.43</b> | <b>2,042,218.43</b> | <b>2,042,218.43</b> |              | <b>0.000</b> | <b>0.000</b> | <b>1</b>                       |
| <b>Total Investments and Average</b> |              |                            |               | <b>4,024,511.57</b> | <b>4,024,511.57</b> | <b>4,024,511.57</b> |              | <b>0.650</b> | <b>0.659</b> | <b>1</b>                       |

Fund LEDC - LEDC  
Investments by Fund  
February 29, 2020

| CUSIP                                | Investment # | Issuer        | Purchase Date | Book Value        | Par Value         | Market Value      | Current Rate | YTM 360      | YTM 365 | Maturity Days To Date Maturity |
|--------------------------------------|--------------|---------------|---------------|-------------------|-------------------|-------------------|--------------|--------------|---------|--------------------------------|
| <b>Bancorp South</b>                 |              |               |               |                   |                   |                   |              |              |         |                                |
| 1092                                 | 10002        | Bancorp South | 09/01/2014    | 387,417.07        | 387,417.07        | 387,417.07        | 0.308        | 0.303        | 0.307   | 1                              |
| 2363                                 | 10003        | Bancorp South | 09/01/2014    | 24,372.91         | 24,372.91         | 24,372.91         | 0.308        | 0.303        | 0.307   | 1                              |
| <b>Subtotal and Average</b>          |              |               |               | <b>411,789.98</b> | <b>411,789.98</b> | <b>411,789.98</b> | <b>0.303</b> | <b>0.308</b> |         | <b>1</b>                       |
| <b>Total Investments and Average</b> |              |               |               | <b>411,789.98</b> | <b>411,789.98</b> | <b>411,789.98</b> | <b>0.303</b> | <b>0.308</b> |         | <b>1</b>                       |

Fund SEIZ - Seizures  
Investments by Fund  
February 29, 2020

| CUSIP                                | Investment # | Issuer        | Purchase Date | Book Value       | Par Value        | Market Value     | Current Rate | YTM 360      | YTM 385      | Maturity Days To Date Maturity |
|--------------------------------------|--------------|---------------|---------------|------------------|------------------|------------------|--------------|--------------|--------------|--------------------------------|
| <b>Bancorp South</b>                 |              |               |               |                  |                  |                  |              |              |              |                                |
| 0763                                 | 10008        | Bancorp South | 09/01/2014    | 17,238.16        | 17,238.16        | 17,238.16        | 0.308        | 0.303        | 0.307        | 1                              |
| 1999                                 | 10009        | Bancorp South | 09/01/2014    | 33.54            | 33.54            | 33.54            |              |              |              | 1                              |
| <b>Subtotal and Average</b>          |              |               |               | <b>17,271.70</b> | <b>17,271.70</b> | <b>17,271.70</b> |              | <b>0.303</b> | <b>0.307</b> | <b>1</b>                       |
| <b>Total Investments and Average</b> |              |               |               | <b>17,271.70</b> | <b>17,271.70</b> | <b>17,271.70</b> |              | <b>0.303</b> | <b>0.307</b> | <b>1</b>                       |

Fund TRUST - Trust  
Investments by Fund  
February 29, 2020

Page 6

| CUSIP                                | Investment # | Issuer        | Purchase Date | Book Value       | Par Value        | Market Value     | Current Rate | YTM 360      | YTM 365 | Maturity Days To Date Maturity |
|--------------------------------------|--------------|---------------|---------------|------------------|------------------|------------------|--------------|--------------|---------|--------------------------------|
| <b>Bancorp South</b>                 |              |               |               |                  |                  |                  |              |              |         |                                |
| 6349                                 | 10010        | Bancorp South | 09/01/2014    | 43,182.41        | 43,182.41        | 43,182.41        | 0.558        | 0.549        | 0.557   | 1                              |
| 6348                                 | 10011        | Bancorp South | 09/01/2014    | 29,684.87        | 29,684.87        | 29,684.87        | 0.558        | 0.549        | 0.557   | 1                              |
| <b>Subtotal and Average</b>          |              |               |               | <b>72,867.28</b> | <b>72,867.28</b> | <b>72,867.28</b> | <b>0.550</b> | <b>0.558</b> |         | <b>1</b>                       |
| <b>Total Investments and Average</b> |              |               |               | <b>72,867.28</b> | <b>72,867.28</b> | <b>72,867.28</b> | <b>0.550</b> | <b>0.558</b> |         | <b>1</b>                       |

Run Date: 03/18/2020 - 11:46

Portfolio LAMP  
AP  
F1 (PRF\_F1) 7.1.1  
Report Ver. 7.3.6.1

Fund WATER - Water  
Investments by Fund  
February 29, 2020

| CUSIP                                | Investment # | Issuer        | Purchase Date | Book Value        | Par Value         | Market Value      | Current Rate | YTM 360      | YTM 365      | Maturity Days To Date Maturity |
|--------------------------------------|--------------|---------------|---------------|-------------------|-------------------|-------------------|--------------|--------------|--------------|--------------------------------|
| <b>Bancorp South</b>                 |              |               |               |                   |                   |                   |              |              |              |                                |
| 1639                                 | 10012        | Bancorp South | 09/01/2014    | 183,423.52        | 183,423.52        | 183,423.52        | 0.308        | 0.303        | 0.307        | 1                              |
| <b>Subtotal and Average</b>          |              |               |               | <b>183,423.52</b> | <b>183,423.52</b> | <b>183,423.52</b> |              | <b>0.303</b> | <b>0.308</b> | <b>1</b>                       |
| <b>Total Investments and Average</b> |              |               |               | <b>183,423.52</b> | <b>183,423.52</b> | <b>183,423.52</b> |              | <b>0.303</b> | <b>0.308</b> | <b>1</b>                       |



**City of Lampasas, Texas  
Interest Earnings  
Sorted by Fund - Fund  
February 1, 2020 - February 29, 2020  
Yield on Average Book Value**

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

| CUSIP                                 | Investment # | Fund    | Security Type   | Ending Par Value     | Beginning Book Value | Average Book Value   | Maturity Date | Current Rate | Annualized Yield | Adjusted Interest Earnings |                         |                            |                 |
|---------------------------------------|--------------|---------|-----------------|----------------------|----------------------|----------------------|---------------|--------------|------------------|----------------------------|-------------------------|----------------------------|-----------------|
|                                       |              |         |                 |                      |                      |                      |               |              |                  | Interest Earned            | Amortization/ Accretion | Adjusted Interest Earnings |                 |
| <b>Fund: Cash</b>                     |              |         |                 |                      |                      |                      |               |              |                  |                            |                         |                            |                 |
| 14103                                 | 10000        | CASH    | RR2             | 1,774,386.73         | 1,772,146.95         | 1,772,301.42         |               | 1.591        | 1.591            | 2,239.78                   | 0.00                    | 2,239.78                   |                 |
| 5001632                               | 10023        | CASH    | RR5             | 249,868.49           | 249,670.12           | 249,683.80           |               | 1.000        | 1.000            | 198.37                     | 0.00                    | 198.37                     |                 |
| XXXX579                               | 10026        | CASH    | RR5             | 3,140,522.60         | 3,138,651.80         | 3,138,780.82         |               | 0.750        | 0.750            | 1,870.80                   | 0.00                    | 1,870.80                   |                 |
| XXXX561                               | 10029        | CASH    | RR5             | 485,456.00           | 506,162.07           | 493,147.86           |               | 0.750        | 0.750            | 293.93                     | 0.00                    | 293.93                     |                 |
| 4001561                               | 10030        | CASH    | RR5             | 1.00                 | 1.00                 | 1.00                 |               |              |                  | 0.00                       | 0.00                    | 0.00                       |                 |
| 4001579                               | 10027        | CASH    | RR5             | 1.00                 | 1.00                 | 1.00                 |               |              |                  | 0.00                       | 0.00                    | 0.00                       |                 |
| 0474                                  | 10004        | CASH    | RRP             | 5,526,567.38         | 5,219,181.83         | 5,240,380.83         |               | 0.308        | 0.317            | 1,320.64                   | 0.00                    | 1,320.64                   |                 |
| 3213                                  | 10006        | CASH    | RRP             | 357.76               | 357.67               | 357.68               |               | 0.308        | 0.317            | 0.09                       | 0.00                    | 0.09                       |                 |
| 4187                                  | 10007        | CASH    | RRP             | 22,985.73            | 19,823.97            | 23,293.71            |               | 0.308        | 0.278            | 5.15                       | 0.00                    | 5.15                       |                 |
|                                       |              |         | <b>Subtotal</b> | <b>11,200,146.89</b> | <b>10,905,898.41</b> | <b>10,917,948.11</b> |               |              |                  | <b>0.883</b>               | <b>5,928.78</b>         | <b>0.00</b>                | <b>5,928.78</b> |
| <b>Fund: Cert. of Obligation 2018</b> |              |         |                 |                      |                      |                      |               |              |                  |                            |                         |                            |                 |
| 14103A                                | 10041        | CERTS16 | RR2             | 751,751.24           | 762,006.53           | 754,474.83           |               | 1.764        | 1.764            | 1,057.13                   | 0.00                    | 1,057.13                   |                 |
|                                       |              |         | <b>Subtotal</b> | <b>751,751.24</b>    | <b>762,006.53</b>    | <b>754,474.83</b>    |               |              |                  | <b>1.764</b>               | <b>1,057.13</b>         | <b>0.00</b>                | <b>1,057.13</b> |
| <b>Fund: Electric</b>                 |              |         |                 |                      |                      |                      |               |              |                  |                            |                         |                            |                 |
| 17390                                 | 10001        | ELEC    | RR3             | 1,624,267.96         | 1,622,252.21         | 1,622,391.23         |               | 1.564        | 1.564            | 2,015.75                   | 0.00                    | 2,015.75                   |                 |
| 1732110                               | 10022        | ELEC    | RR4             | 2,042,218.43         | 2,042,218.43         | 2,042,218.43         |               |              |                  | 0.00                       | 0.00                    | 0.00                       |                 |
| 0672                                  | 10005        | ELEC    | RRP             | 358,025.18           | 355,333.26           | 356,634.94           |               | 0.308        | 0.307            | 86.92                      | 0.00                    | 86.92                      |                 |
|                                       |              |         | <b>Subtotal</b> | <b>4,024,511.57</b>  | <b>4,019,803.90</b>  | <b>4,021,244.80</b>  |               |              |                  | <b>0.658</b>               | <b>2,102.67</b>         | <b>0.00</b>                | <b>2,102.67</b> |
| <b>Fund: LEDC</b>                     |              |         |                 |                      |                      |                      |               |              |                  |                            |                         |                            |                 |
| 1092                                  | 10002        | LEDC    | RRP             | 387,417.07           | 390,842.60           | 388,917.72           |               | 0.308        | 0.307            | 94.79                      | 0.00                    | 94.79                      |                 |
| 2363                                  | 10003        | LEDC    | RRP             | 24,372.91            | 3,368.74             | 17,127.65            |               | 0.308        | 0.306            | 4.17                       | 0.00                    | 4.17                       |                 |
|                                       |              |         | <b>Subtotal</b> | <b>411,789.98</b>    | <b>394,211.34</b>    | <b>406,045.37</b>    |               |              |                  | <b>0.307</b>               | <b>98.96</b>            | <b>0.00</b>                | <b>98.96</b>    |
| <b>Fund: Seizures</b>                 |              |         |                 |                      |                      |                      |               |              |                  |                            |                         |                            |                 |
| 1999                                  | 10009        | SEIZ    | RRP             | 33.54                | 33.54                | 33.54                |               |              |                  | 0.00                       | 0.00                    | 0.00                       |                 |
| 0763                                  | 10008        | SEIZ    | RRP             | 17,238.16            | 19,182.42            | 17,616.30            |               | 0.308        | 0.307            | 4.29                       | 0.00                    | 4.29                       |                 |

City of Lampasas, Texas  
Interest Earnings  
February 1, 2020 - February 29, 2020

| CUSIP              | Investment # | Fund  | Security Type | Ending Par Value     | Beginning Book Value | Average Book Value   | Maturity Date | Current Rate | Adjusted Interest Earnings |                 |                         |                            |
|--------------------|--------------|-------|---------------|----------------------|----------------------|----------------------|---------------|--------------|----------------------------|-----------------|-------------------------|----------------------------|
|                    |              |       |               |                      |                      |                      |               |              | Annualized Yield           | Interest Earned | Amortization/ Accretion | Adjusted Interest Earnings |
| <b>Subtotal</b>    |              |       |               | <b>17,271.70</b>     | <b>19,215.96</b>     | <b>17,649.84</b>     |               | <b>0.306</b> | <b>4.29</b>                | <b>0.00</b>     | <b>4.29</b>             |                            |
| <b>Fund: Trust</b> |              |       |               |                      |                      |                      |               |              |                            |                 |                         |                            |
| 6349               | 10010        | TRUST | RRP           | 43,182.41            | 43,163.34            | 43,164.66            |               | 0.558        | 0.556                      | 19.07           | 0.00                    | 19.07                      |
| 6348               | 10011        | TRUST | RRP           | 29,684.87            | 29,671.76            | 29,672.66            |               | 0.558        | 0.556                      | 13.11           | 0.00                    | 13.11                      |
| <b>Subtotal</b>    |              |       |               | <b>72,867.28</b>     | <b>72,835.10</b>     | <b>72,837.32</b>     |               | <b>0.558</b> | <b>0.556</b>               | <b>32.18</b>    | <b>0.00</b>             | <b>32.18</b>               |
| <b>Fund: Water</b> |              |       |               |                      |                      |                      |               |              |                            |                 |                         |                            |
| 1639               | 10012        | WATER | RRP           | 183,423.52           | 182,303.94           | 182,926.84           |               | 0.308        | 0.307                      | 44.58           | 0.00                    | 44.58                      |
| <b>Subtotal</b>    |              |       |               | <b>183,423.52</b>    | <b>182,303.94</b>    | <b>182,926.84</b>    |               | <b>0.307</b> | <b>0.307</b>               | <b>44.58</b>    | <b>0.00</b>             | <b>44.58</b>               |
| <b>Total</b>       |              |       |               | <b>16,661,761.88</b> | <b>16,356,373.18</b> | <b>16,373,128.90</b> |               | <b>0.712</b> | <b>0.712</b>               | <b>9,288.57</b> | <b>0.00</b>             | <b>9,288.57</b>            |

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City ManagerITEM NO. 3.2

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

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**Subject:**

Discussion and possible action to approve the second reading of an Ordinance to consider approval, denial, or approval with modification(s) the rezone of .27 acres from Retail "R" to Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5<sup>th</sup> Street, Lampasas, Texas.

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

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

Date Submitted: March 5, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance to approve, deny or approve with modification(s) the rezone of .27 acres from Retail "R" to Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5<sup>th</sup> Street, Lampasas, Texas.

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City ManagerITEM NO. 3.3

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

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**Subject:**

Discussion and possible action regarding the approval of the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an accessory dwelling (garage apartment) in an area zoned Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5<sup>th</sup> Street, Lampasas, Texas.

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

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

Date Submitted: March 5, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for an accessory dwelling (garage apartment) in an area zoned Single Residential Family-6 "SF-6", Lampasas County, Lampasas, Texas. The property is described as Block 39, A H Barnes Lots 5-6, commonly known as 208 E 5<sup>th</sup> Street, Lampasas, Texas.

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**City Manager**ITEM NO. 3.4

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

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**Subject:**

Discussion and possible action to consider approval of the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for Portable Building Sales (outdoor display) in an area zoned Commercial "C". The property is described as 3.15 acres of the Daniel Stanley Survey, Abstract No. 631; being all of lots 1 & 2 and part of lots 3 & 4, Block 14 and 0.41 acres of School Avenue of the S.J. Harrells Addition; commonly known as 1573 Barnes Street, Lampasas Texas, Lampasas County.

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

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

Date Submitted: March 5, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

**Attachments:****Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for Portable Building Sales (outdoor display) in an area zoned Commercial "C".

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City ManagerITEM NO. 3.5

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance to rezone property legally described as **Tract One-** .096 acre out of the John Burleson Survey, Abstract No. 42 Lampasas County, Texas and including a part of Seventh Street and Lots 5 & 6 Block 21, Old Town of Lampasas. **Tract Two-** 0.32 acre out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Lots 6 & 7 and a part of the alley, Block 21, Old Town of Lampasas. **Tract Three-** 1.61 acres out of the John Burleson Survey, Abstract No. 42, Lampasas County, Texas and including part of Seventh Street, Elm Street, Lots 7 & 8 and a part of the alley, Block 21, Old Town of Lampasas; which is generally located at 707 South Pecan Street, Lampasas, Texas, Lampasas County that is zoned Light Industrial Zoning District, and which Applicant seeks to have rezoned to Multi-Family Residential-2 District “MF-2” (Apartments)

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

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

Date Submitted: March 5, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance to rezone the property from Light Industrial to Multi-Family Residential-2 District “MF-2” (Apartments).

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**City Manager**ITEM NO. 3.6

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance amending the City of Lampasas Zoning Ordinance No. 878, Section 31 "PD- Planned Development" Section 31.3 Planned Development Requirements D. Regulations.

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

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

Date Submitted: March 5, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance amending the City of Lampasas Zoning Ordinance No. 878, Section 31 "PD- Planned Development" Section 31.3 Planned Development Requirements D. Regulations. To allow minimum tract area of 2 acres for a single podium structure.

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City Manager

ITEM NO. 3.7

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

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**Subject:**

Discussion and possible action regarding approval of the second reading of an Ordinance regarding amendment to City of Lampasas Zoning Ordinance No. 878, Section A.3- Definitions; specifically defining a podium structure

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

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

Date Submitted: March 5, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

**Attachments:**

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance regarding amendment to City of Lampasas Zoning Ordinance No. 878, Section A.3- Definitions; specifically defining a podium structure.

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City ManagerITEM NO. 3.8

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance regarding amendment to City of Lampasas Zoning Ordinance No. 878, Section 22 "MF-2 Multi Family Residential-2 District (Apartments) Section 22.3 Height Regulations.

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

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

Date Submitted: March 5, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

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**Attachments:****Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance regarding amendment to City of Lampasas Zoning Ordinance No. 878, Section 22 "MF-2 Multi Family Residential-2 District (Apartments) Section 22.3 Height Regulations.

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# Memo



Municipal Court

To: Finley deGraffenried, City Manager, Honorable Mayor and City Council

From: Lewann Turner, Court Clerk I

Date: Thursday, March 19, 2020

Re: Monthly Report February 2020

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                        | 176         |
| Convictions                      | 96          |
| Compliance Dismissals            | 34          |
| Hrs. Community Service Completed | 110         |
| Total Dollar Amount CS           | \$1,377.70  |
| Waived for Indigency             | \$4,172.56  |
| Total Collected                  | \$43,721.61 |
| Total kept by City               | \$35,137.80 |

To: Finley deGraffenried, City Manager  
Honorable Mayor and City Council  
From: Sammy Bailey, Chief of Police  
Date: March 4, 2020

Re: Monthly City Council Report, February 2020

**Training:** Chief Bailey attended the Chief of Police Leadership Series mandatory Chief's training, in Huntsville, Texas. Emphasis was placed on Connecting Mental Health to Community Safety: Keeping Others Safe by Taking Care of Yourself First. She had the honor of meeting Morgan Luttrell, who like his brother Marcus has his own hero story.

**Grants:** Chief Bailey, Asst. Chief Cummings, Communications Supervisor Kelli Sanguinet, and Lt. Montgomery have been working with Angela Rainwater, Emergency Management Coordinator for Lampasas County and Jesse Hennage, Emergency Services Program Manager to provide our qualified needs for a Central Texas Council of Governments Communications Infrastructure grant for grant assistance for Repeater Tower wattage and consoles.

We are researching a Community Oriented Policing Grant-Hiring Grant.

**Personnel:** We still have an open Police Officer position. We are considering opening the position to send a Cadet to the Academy in April.

Sgt. Morua was victim of the flu. Surprisingly, none of the rest of us got it. He came back well and refreshed.

Officer Garrett Bradley married his long time sweetheart Hanna Kirby. Congratulations to Mr. and Mrs. Bradley.

Officer Bowman is back on Patrol and working strong.

Sgt. Hummer and his wife, still await the arrival of their first child.

Thank you for all the well wishes during Chief's stay at Scott and White. She feels better than ever.

Animal Shelter employee, Caitlin Sharp, resigned her position.

LAMPASAS POLICE DEPARTMENT  
 CHIEF SAMMY BAILEY                      ASST CHIEF JODY CUMMINGS

Monthly Report  
 Feb-20

|                             |     |      |      |
|-----------------------------|-----|------|------|
| FELONIES REPORTED           | 23  | 45   | 46   |
| FELONIES CLEARED            | 15  | 46   | 56   |
| MISDEMEANORS REPORTED       | 103 | 172  | 189  |
| MISDEMEANORS CLEARED        | 76  | 174  | 179  |
| <br>                        |     |      |      |
| TOTAL CASES REPORTED        | 126 | 217  | 235  |
| TOTAL CASES CLEARED         | 91  | 220  | 235  |
| TOTAL INCIDENTS             | 46  | 82   | 134  |
| <br>                        |     |      |      |
| ADULT ARRESTS               | 59  | 89   | 90   |
| JUVENILE ARRESTS            | 9   | 17   | 7    |
| WARRANTS/CAPIAS SERVED      | 26  | 41   | 81   |
| WARRANTS PAID AT LMC        | 3   | 6    | 24   |
| TRAFFIC CITATIONS ISSUED    | 171 | 251  | 304  |
| WARNINGS ISSUED             | 506 | 940  | 1067 |
| <br>                        |     |      |      |
| TOTAL ARRESTS               | 268 | 404  | 506  |
| TOTAL DEPARTMENT CONTACTS   | 774 | 1344 | 1573 |
| <br>                        |     |      |      |
| <b>REFERENCE ONLY:</b>      |     |      |      |
| D.W.I.                      | 2   | 4    | 4    |
| D.U.I./MINOR                | 1   | 1    | 0    |
| MARIJUANA / DRUG POSSESSION | 17  | 26   | 18   |
| JUVENILE TOBACCO POSSESSION | 0   | 2    | 2    |
| FIELD CONTACTS              | 2   | 9    | 22   |
| PUBLIC RELATION CONTACTS    | 17  | 42   | 24   |

|                               | February-20 | YTD    | 02/2019 YTD |
|-------------------------------|-------------|--------|-------------|
| <b>ACCIDENTS:</b>             |             |        |             |
| MINOR ACCIDENTS               | 32          | 42     | 37          |
| MAJOR ACCIDENTS               | 1           | 2      | 0           |
| FATAL ACCIDENTS               | 0           | 0      | 0           |
| TOTAL ACCIDENTS               | 33          | 44     | 37          |
| <b>CODE ENFORCEMENT:</b>      |             |        |             |
| HIGH WEEDS & TRASH            | 12          | 20     | 20          |
| JUNK / UNREGISTERED VEHICLES  | 8           | 15     | 13          |
| SUBSTANDARD HOUSING           | 0           | 0      | 1           |
| BUILDING COMPLAINTS           | 0           | 0      | 0           |
| MISCELLANEOUS                 | 21          | 34     | 49          |
| TOTAL CODE COMPLAINTS         | 41          | 69     | 83          |
| <b>DAILY ACTIVITIES:</b>      |             |        |             |
| CALLS FOR SERVICE             | 874         | 1781   | 2000        |
| TELEPHONE CALLS RECEIVED      | 4862        | 9575   | 4117        |
| ESCORTS                       | 51          | 122    | 159         |
| MOTORIST ASSISTS              | 48          | 86     | 101         |
| EMERGENCY ORDER OF DETENTION  | 3           | 4      | 5           |
| BEHAVIORAL CRISIS             | 3           | 11     | 7           |
| 911 CALLS                     | 197         | 393    | 426         |
| TEXT TO 911                   | 0           | 0      | 0           |
| OPEN RECORD REQUESTS          | 48          | 85     | 82          |
| <b>ANIMAL CONTROL:</b>        |             |        |             |
| ANIMAL CFS & FOLLOW UPS       | 164         | 335    | 346         |
| ANIMAL IMPOUNDS               | 47          | 105    | 69          |
| <b>CPAAA VOLUNTEER HOURS:</b> | 31.75       | 100.00 | 126.50      |

WARRANT TOTALS

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

|   | Feb-20 | YTD | 02/2019 YTD |
|---|--------|-----|-------------|
| WARRANT TOTALS:   |        |     |             |
| LMC WARRANTS ISSUED                                     | 4      | 143 | 137         |
| LMC WARRANTS RECALLED                                   | 58     | 95  | 171         |
| LMC WARRANTS SERVED OR PYMT<br>ARRANGEMENTS MADE AT LMC | 20     | 36  | 89          |
| LMC WARRANTS PAID AT LMC / PD                           | 0      | 1   | 1           |

|   | Feb-20      | YTD         | 02/2019 YTD |
|---|-------------|-------------|-------------|
| WARRANT \$ AMOUNTS:                                     |             |             |             |
| LMC WARRANTS ISSUED                                     | \$3,272.23  | \$86,138.56 | \$84,801.22 |
| LMC WARRANTS RECALLED                                   | \$31,163.37 | \$50,324.11 | \$94,717.44 |
| LMC WARRANTS SERVED OR PYMT<br>ARRANGEMENTS MADE AT LMC | \$12,291.22 | \$23,217.20 | \$59,848.96 |
| MONEY COLLECTED AT PD                                   | \$0.00      | \$511.84    | \$882.83    |

Report Prepared by Kelli Sanguinet 03/04/2020



Finance/Utility Billing & Collection

## MEMO

Date: March 18, 2020

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for February 2020

### Finance Department:

- \* Finalized audit with auditors for presentation in March.
- \* Completed/reviewed all journal entries.
- \* Worked on the EIA Energy Report due in April.
- \* 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 February was \$1,057.30
- \* Sales Tax for February was \$198,532 which is an increase of 14.17% from February of 2019.
- \* Reconciled 18 bank accounts
  - Processed 267 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

### Utility Department:

- The Electric billing for February 2020 was 14.8% higher than was billed in February 2019.  
The Water billing for February 2020 was 7.0% higher than what was billed in February 2019.
- February Statistics for the department:

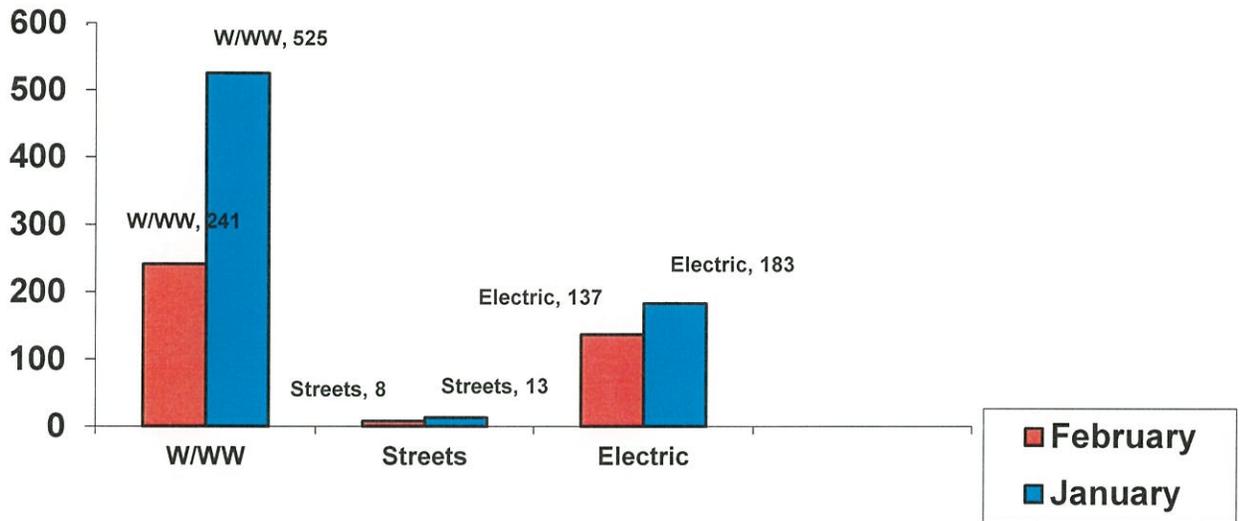
|                               |                   |
|-------------------------------|-------------------|
| Total Water Customers         | 3,481             |
| Total Wastewater Customers    | 2,775             |
| Total Electric Customers      | 4,884             |
| Residential Garbage Customers | 2,666             |
| Connects:                     | 52                |
| Disconnects:                  | 26                |
| Read In/Read Out:             | 26                |
| Disconnects for Non-Pay:      | 6 (reconnected 4) |



## Public Works

### MARCH 2020

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



**Work Order Summary:**

Received: 386

Completed: 343

Voids: 7

# Monthly Report



To: Rickie Roy, Public Works Director  
From: Van Sims, W/WW Operations Manager  
Date: March 13, 2020  
Re: February 2020 Monthly Report

Water/Wastewater  
Department

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## Summary of Activities

- ***Operation of Water Distribution System***
  1. Repaired 8 water leaks.
  2. Made 3 new water tap.
  3. Marshal Meter Services continuing meter change out.
  4. Completed required monthly flushing.
  5. Conducted all required water testing; recorded and logged data.
  6. CDBG Ave C project 85% complete.
  
- ***Operation of Wastewater Collection System***
  1. Cleared 8 sewer stoppages.
  2. Serviced Windsor waste line.
  3. Repaired 2 sewer mains.
  4. Made 5 new sewer taps.
  5. Completed all monthly lift station checks.
  
- ***Operation of Wastewater Treatment Facility***
  1. Completed all daily checks of equipment and facilities.
  2. Collected all TCEQ required samples for the municipal plant.
  3. Performed all required analysis, recorded and logged data.
  4. Performed all routine maintenance on scheduled equipment.
  5. Removed 200 yds of processed sludge.
  
- Total Work Orders Completed -222
- Utility Locates -27
- Customer Service Calls -12

# Memo



To: Rickie Roy  
From: Flint Geagley  
Date: March 10, 2020  
Re: February Activities

Electric Department

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This month's activities involved:

- Received a total of 137 work orders and completed 132.
- Set 2 poles, pulled several poles that TV and telephone transferred and did 139-meter swaps
- McCoys Tree Surgery is done for the year, completed the first 3 section
- Connected: 3 upgrades, 8 new services, and 2 temps
- Set 2 poles: set 1 pole for new service and replaced 1 pole off of the inspection list
- Overtime: Received 2 callouts – 2 on customer side (breakers)
  
- Activities for the Year 2019 - 2020:
- Pole Inspection replacement: total 389 poles, have replaced 273 poles
- Stone Valley: Set poles on Sandstone Cove (70% complete)
- Assisted Living Hwy 281South: 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)

# Memo

Street Department

To: Rickie Roy  
 From: Carlos Garcia  
 Date: Thursday, March 19, 2020  
 Re: February Monthly

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Mr. Roy,

For the month of February, the Street Department worked on the following:

- 1) Utility Patch Repairs.
- 2) Tree trimming/clearing line of sight issues.
- 3) Routinely Running Sweeper.
- 4) Sign Replacement Project- to date we have changed 150 street signs.

|                   |   |
|-------------------|---|
| Total Work Orders | 8 |
| Total Completed   | 6 |
| Total Outstanding | 2 |
| Total Void        | 0 |

Ongoing Projects for the month of March

- Brush Chipping Program
- Routine Road & Patching Repair
- Work Orders
- Weedeating/Mowing
- Street Sign Replacement Project

# Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: February 19, 2020



## Internet Project

Staff has received the draft from legal counsel on a non-discriminatory pole attachment application for prospective providers to utilize City assets. In addition, staff is continuing discussions with potential providers and backbone connection.

## Current Developments

Staff has met with Built Wright Construction on their development on Central Texas Expressway. We are awaiting a full set of plans (we currently only have shell plans) to review and provide comments for this project. Staff recently spoke with one owner of the former Triangle Motel property for a prospect interested in their site. The property is split between two owners and will need to be discussed with both owners together prior to meeting with the prospect. The City has released power to Silver Creek Assisted Living, and the fire suppression has been tested and approved by the fire marshal. Their development is still around 75% complete and they anticipate opening by this summer. Mojo Coffee has received their panic hardware and, once installed, will be inspected by the fire marshal in order to comply with fire safety code. Marketplace Retail is continuing tenant finish-out, but anticipating a total of 10 tenants in their building. The building official and fire marshal will be conducting (2) tenant inspections on 2/13. The same developer, Mike Irvin, will be constructing the 707 S. Pecan structure, which features (5) floors for residential and the ground floor will be designated retail. This development went to Planning & Zoning on 2/6 to be defined as a Planned Development and rezoned to Multi-Family Residential 2 based on our City Zoning Ordinance. The public hearing to amend text and rezone property is on the Planning & Zoning agenda for 3/5 and City Council agenda for 3/9. Irvin still anticipates beginning construction in late summer 2020. Staff met with the owners of Bill's Burgers and reviewed their project at the former Touplesie's building. The building official and fire marshal hope to meet onsite with the owners in the next couple of weeks to do a walk-through, and owners confirmed they have already begun addressing concerns with the grease interceptor and sewer line.

## Workforce Luncheon

The workforce luncheon was held on 1/31. The attendance wasn't quite what we had hoped, but the information from each entity was valuable and we agreed to host again with a few exceptions. I will be sending out the invitations for the next event, possibly in the Fall, and we will host on a Tuesday or Thursday. In addition, our local Workforce Development Committee will be meeting again in the next two weeks to begin planning the



Job Fair. One of the topics will be a request to move the Job Fair to the calendar school year, possibly in April, in order to partner with the Workforce of Central Texas. This partnership will involve more promotion of the event, but likely mean the location of the Job Fair could relocate to the High School Auditorium.

### **Comprehensive Plan**

Staff will meet with the Halff Associates team on Thursday, 2/13 along with the CPAC members, Planning & Zoning Commission and City Council members. Primary focus will be future land use and transportation. Future land use maps will provide vision and direction for the City and ultimately be the most functional piece of the comprehensive plan.

### **Downtown**

Staff met with Russ Dibble, Chris Oldham, Fire Chief and Public Works Director to review the LTX structure in the northwest parking island. Green Keepers cleared the bushes out of the island and Dibble has staked it. Public Works will likely shift the electric box or go underground so it doesn't impede the structure. Once the electrical box location is adjusted, Dibble will pour the concrete and we will begin installation of the letters. There has been discussion regarding eliminating the parking space adjacent to the island and if that decision is made staff will return to Commissioners Court to request approval. The Cherry on Top is still in the demo stage and we are awaiting architectural plans to review with the owner. Staff has a set of plans for the Lampasas Beer Market (former Wildflowers on the Wall building), submitted comments to the architect and met to discuss with the owner and architect on site. The occupancy classification and fire suppression are being discussed, but a firewall was mentioned as an option so staff awaits another conceptual plan with that feature and less square footage. The owner of the Santa Fe Depot property has received a first draft development agreement and staff is currently awaiting his comments. The downtown merchants hosted their second Ladies' Night on 2/6 and once again all business owners reported an increase in sales and a great turnout on the Square. This event will likely continue every other month.

### **CDI**

I have signed up and will be attending my third year at the Community Development Institute in The Woodlands, TX, March 4-6. This training is designed to assist in identifying community assets, set goals, encourage collaboration, and respond to a broad range of economic and quality of life issues. This year's focus is on implementing the knowledge gained in the previous two years plus acquiring skills in leadership, marketing and organizing the community development efforts. Training for each day include: Community Leadership Development, Marketing Your Community, Measuring Community Progress and Workforce Planning and Development.

### **Branding**

We submitted for the HGTV Home Town Takeover on 2/7. Numerous volunteer hours were dedicated to creating this video submission. We were pleased with our video, and even if we are not chosen we will have a great



marketing tool to share about our town. We have fortunately received quite a bit of attention from the press and enjoy seeing the video shared so frequently via multiple channels online.

**Retail Coach**

Aaron Farmer is arranging an in-person meeting with a couple of retail developers interested in Lampasas. He will schedule with me once he confirms their availability. He's also anticipating completion of our reports by end of week 2/21. I'll provide the findings in the March meeting.

**Development Dept.**

Public Works Director Rickie Roy will be providing oversight to all development activities including commercial development, subdivisions, platting, zoning, development agreements and consultations. Rickie will provide leadership and be the key communication link, with Building Official Frank Ellett and P&Z Assistant Becky Sims reporting to him. I will be involved in the Development process only to the extent where my normal job duties overlap. In addition, I will begin working with the City Manager on Development Agreements based on terms vetted by staff and City Council. Prospects I work with will be referred to the appropriate development staff depending on their needs. The staff point of contact for Development processes will be determined by Rickie, either through standing orders or on a case by case basis. Staff will utilize third party plan reviews for specific needs, i.e. structural, civil and foundation and will meet on a weekly basis to discuss development activities. Staff will set up meeting(s) with developers, contractors and real estate professionals to discuss form surveys, landscaping and any other changes. Our goals include being more thorough, more complete, and more consistent.

**Memo**

To: Finley deGraffenried, City Manager  
From: Monica Wright, Director of Information Systems  
Date: Wednesday, March 4, 2020  
Re: February 2020 Monthly Report



Information Systems

**IT Service Tickets:**

| February 2019 | February 2020 |                     |
|---------------|---------------|---------------------|
| 192           | 219           | +27 Service Tickets |

**Social Media Stats:**

|                    | February 2019 | February 2020 |                        |
|--------------------|---------------|---------------|------------------------|
| Facebook Followers | 5,339         | 5,837         | +498 FB page followers |
| Twitter Followers  | 388           | 514           | +126 Twitter followers |

**Website Payments:**

|                 | February 2019       | February 2020       |                                    |
|-----------------|---------------------|---------------------|------------------------------------|
| City Utility    | 341<br>\$122,041.05 | 423<br>\$126,236.89 | +82 online payments<br>+\$4,195.04 |
| Municipal Court | 28<br>\$6,653.44    | 48<br>\$15,722.40   | +20 online payments<br>+\$9,068.96 |

**Website Stats:**

|             | February 2019 | February 2020 |                   |
|-------------|---------------|---------------|-------------------|
| Page Visits | 10,495        | 9,185         | -1,310 visits     |
| Page Views  | 21,310        | 18,526        | -2,784 page views |
| Downloads   | 1,900         | 1,423         | -477 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)- **completed**
- Install switch/configure network at new WWW building (Jan 2020) – **completed**
- Terminate data/power drops in PD Patrol Bay (FY 19-20)- **completed**
- Upgrade all Windows 7 PCs (Dec-Jan 19/20)- **completed**
- Implement network management software tools (FY 19-20)- **completed**
- Configure/install (2) WAP's (wireless access points) at new WWW Building (**completed**)
- Improvements to the IT Building (**completed**)
- Configured/replaced PD Video server (**completed**)
- Obtained quotes/configured/replaced (9) PCs (**completed**)
- City wide cyber security training for all employees (ongoing)
- Implement Civic Plus Civic Clerk Agenda Management software (Feb 2020)
- Assist staff with migration to MyGov permitting software (FY 19-20)
- Installation of security cameras at Old City Hall (FY-19-20)
- IT staff renew CJIS certifications (FY 20-21)
- Replace outdated Utility receipt printers (FY 20-21)

**February Projects:**

- IT Building improvements/maintenance
- Attended meeting with Cardinal regarding software implementation/presentation: 2-6
- Installed patch panels/terminated data cables at new WWW facility
- Configured/installed WWW wireless access points (WAPs)
- Configured/installed WAP at PW Barn
- Troubleshooted backup firewall errors
- Reconfigured firewall cluster
- Installed PD server rack UPS
- Installed patch panel in IT server rack at IT Building
- Phone vendor was onsite to terminate IT Building phones
- Obtained quote/renewed primary firewall annual security suite
- Attended KnowBe4 cyber security training/webinar
- Setup KnowBe4 cyber training user accounts/groups
- Assisted vendor with configuration of PD video cloud server
- Configured/installed patrol pc
- Sent requested Incode files for MyGov permitting project
- Attended CIP meetings
- Configured bandwidth settings in firewall
- Contacted AT&T regarding internet options at the Airport
- Obtained quote for WG Passport/Net Motion licenses
- Obtained quote for additional backup software licenses
- Deployed employee phishing test for cyber training
- Contacted HVAC vendor regarding controls at Calvert building
- Updated City/PD network map

**March Projects:**

- Obtain quote/renew backup firewall annual subscription
- Obtain quote/renew o365 annual email subscription
- Obtain quote for replacement laptops/place order
- Attend cyber security training conference: March 10-11
- Attend CIP meetings
- TSM Consulting onsite: March 26
- Research remote connectivity options for Scada PC
- Join WWW PC's to City network
- Configure/replace WWW PC
- Configure/install backup software on (2) new servers
- Configure WWW user shares/backups on City NAS
- Configure/replace PD Patrol Sergeant PC
- Implement/complete employee Cyber Security training
- Research Appriss TDEX PD PC data feed options
- Assist vendor with existing pd video migration to cloud
- Approval process of Civic Plus Civic Clerk project/train staff
- Install replacement 100ft fiber patch cable at Old City Hall
- 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
- Documentation for all software/hardware configurations

**Future Projects & Goals:**

- Research/implement timesheet/time off request software (2020-2021)
- 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 (2022-2023)
- City-wide building VOIP phone software solution (2022-2023)

## LAMPASAS PUBLIC LIBRARY

### FEBRUARY 2020

- Circulation** We circulated 4,702 items in February, which is down 9% from January (5,167). The library was closed for Presidents' Day.
- Door Count** The February door count (4,242) was down 4.5% from last month.
- Internet Usage** Internet usage (548) was down 1.6% from January (557).
- Wifi Usage** We had 268 distinct clients use the public wifi in February, which is up 1.5% from January. There was an average of 20 users per day, which is up 5.3% from last month.
- Text Interactions** We communicated, via text messages, with 113 unique phone numbers in February, which is up 9.7% from January (103). We sent/received a total of 687 messages, which is up 13.7% from last month (604).
- February Programs** We offered 14 programs in February (same as in January), which included two story times, How Pinteresting!, Chess Club, Cornelia Key Book Club, STEAM Day programs, 42 Club, and two computer classes – one on Computers 101 and one on Microsoft Word. We also did two story times at HeadStart (we have been doing this but had not been counting these programs each month).
- Program Attendance** Total attendance for February programs was 214, about the same as January (215).
- Upcoming Programs** March is going to be very busy. We will have 25 events/programs, including two story times, two HeadStart story times, Cornelia Key Book Club, How Pinteresting!, a U.S. Constitution class, Chess Club (4), a new Coding Club (4), an Internet class, an Email class, and 42 Club. During Spring Break, we will also have Lego Free Build, STEAM Day (2 classes), Domino's Dough Show, and a Kid Flick ("Abominable").
- Sue Lilley Signing** On Thursday, March 5, we will also host Sue Lilley, who will be signing copies of her book, 100 Years of Library Service in Lampasas, Texas, in the Foundation Room, 4-6pm. The Advisory Board compiled an epilogue, which is in a timeline format; it brings readers up to date, from 2004 to 2019.

## Book Festival

On Saturday, March 21, we will be hosting another Book Festival, 10am-1pm, with Dr. Angela Boswell as our keynote speaker. She is the author of Women in Texas History, which is appropriate, as March is Texas History Month. Local authors will be on hand, representing a variety of genres, to sell and sign their books as well.

## Birthday Donations

Allison Martin, who has practically grown up in this library, recently turned 14 years old. In lieu of birthday gifts, Allison has requested that family and friends donate money to the library to purchase young adult fiction books. She is preparing a list of book requests. To date we have received \$250 to toward youth fiction books. We appreciate Allison's generosity and thoughtfulness. This is actually the second time Allison has done this; in 2013, she requested donations in lieu of birthday gifts so more children's books could be purchased. Here she is, pictured with some of the books that were purchased with monies donated in her honor.



## Library Park

MW Hail is beginning work on the concrete, so we should begin seeing other work happen pretty quickly after that is finished. The treehouse installation should be next, which is very exciting!

## CITY SECRETARY DEPARTMENT/ FEBRUARY 2020 MONTHLY REPORT

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Brief Monthly Overview of Department Employees:

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

- Post Board and Committee meetings' agendas
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks
- Assist, as needed, with the Building & Planning Department
- Attend weekly Director's meetings; attended and took minutes of February 10 & February 24 regular Council meetings. Also attended the Special Council Work Plan meeting on February 3 and also attended the CPAC meeting on February 13.
- Continue necessary work for May 2, 2020 General Election
- Processed (5) Open Records Requests; does not include those that Becky or Vicki may have responded to
- HR Department responsibilities, as well as City Secretary responsibilities

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

- Works with and supports the City Manager, City Secretary, Building Official and Directors on various projects as needed
- Building Department responsibilities – key person for issuing permits
- Planning & Zoning responsibilities – key contact person who handles all the inquiries/requests and all administrative work/research; ensures to meet all requirements on Public Hearing and/or Meeting notices and surrounding 200-foot property owner notification letters; prepares Planning and Zoning and ZBA packets
- Prepared City Council Packets; Attended the February 10 and February 24 regular Council meetings and the Special Council Work Plan on February 3.
- Supports the City Secretary with not only preparing Council packets but other key work such as codification of City Ordinances; indexing of Council minutes and City Ordinances
- Attended and took minutes of the Planning & Zoning meeting on February 6

### **Vicki Tower, Assistant City Secretary – hired as the new Parks Secretary (currently doing dual roles until replacement hired)**

- 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 February 3 Special Council Work Plan meeting; February 13 CPAC meeting and February 24 regular Council meeting
- Attended and took minutes of the: February 6 CIP meeting; February 12 Airport Board meeting; February 19 LEDC meeting; February 20 CIP meeting; and February 20 Parks Board meeting

### **Ramon Canada, Custodian**

- Provided custodial services and minor maintenance to the City Administration Building, Police Department and City Library.

### **Personnel Information– currently**

- 115 Fulltime positions & 16 Part-time positions; there are presently 4 F/T & 1 P/T vacancies: Animal Control Officer, Police Officer, Adm. Sec/Permit Tech (position held by Vicki Tower - hired as new Parks Secretary) and vacancy left by Gary Cox. The 1 P/T vacancy is a Firefighter position.

# Lampasas Fire Department

Lampasas, TX

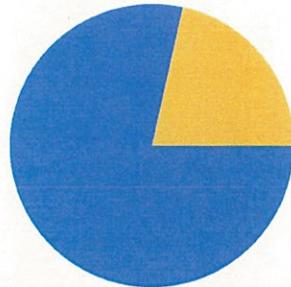
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## Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 02/01/2020 | End Date: 02/29/2020

% of Incidents per Zone



■ City Limits - City Limits  
■ County - County

| INCIDENT TYPE  | # INCIDENTS | % of TOTAL    |
|--|-------------|---------------|
| <b>City Limits - City Limits</b>                       |             |               |
| 100 - Fire, other                                      | 1           | 0.98%         |
| 118 - Trash or rubbish fire, contained                 | 1           | 0.98%         |
| 311 - Medical assist, assist EMS crew                  | 56          | 54.90%        |
| 321 - EMS call, excluding vehicle accident with injury | 1           | 0.98%         |
| 322 - Motor vehicle accident with injuries             | 2           | 1.96%         |
| 324 - Motor vehicle accident with no injuries.         | 5           | 4.90%         |
| 445 - Arcing, shorted electrical equipment             | 1           | 0.98%         |
| 463 - Vehicle accident, general cleanup                | 2           | 1.96%         |
| 551 - Assist police or other governmental agency       | 2           | 1.96%         |
| 553 - Public service                                   | 1           | 0.98%         |
| 561 - Unauthorized burning                             | 1           | 0.98%         |
| 611 - Dispatched & cancelled en route                  | 5           | 4.90%         |
| 651 - Smoke scare, odor of smoke                       | 1           | 0.98%         |
| 700 - False alarm or false call, other                 | 1           | 0.98%         |
| <b>Zone: City Limits - City Limits Total Incident:</b> | <b>80</b>   | <b>78.43%</b> |
| <b>County - County</b>                                 |             |               |
| 111 - Building fire                                    | 1           | 0.98%         |
| 142 - Brush or brush-and-grass mixture fire            | 3           | 2.94%         |
| 143 - Grass fire                                       | 1           | 0.98%         |
| 311 - Medical assist, assist EMS crew                  | 7           | 6.86%         |
| 324 - Motor vehicle accident with no injuries.         | 2           | 1.96%         |
| 460 - Accident, potential accident, other              | 2           | 1.96%         |
| 611 - Dispatched & cancelled en route                  | 2           | 1.96%         |
| 631 - Authorized controlled burning                    | 3           | 2.94%         |
| 651 - Smoke scare, odor of smoke                       | 1           | 0.98%         |
| <b>Zone: County - County Total Incident:</b>           | <b>22</b>   | <b>21.57%</b> |
| <b>TOTAL INCIDENTS FOR ALL ZONES:</b>                  | <b>102</b>  | <b>100%</b>   |

Report shows count of incidents for Status selected.

82 *[Signature]*

# Lampasas Fire Department

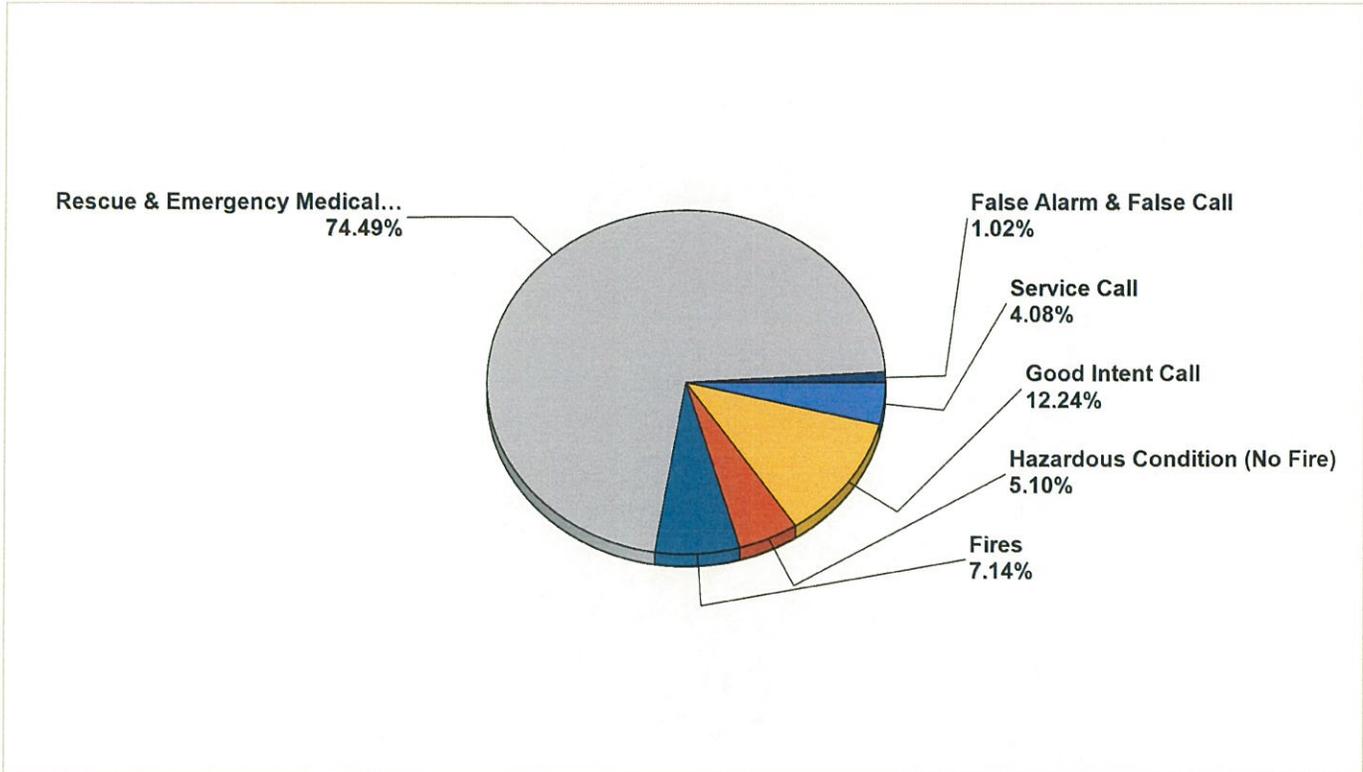
Lampasas, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2020 | End Date: 02/29/2020



| MAJOR INCIDENT TYPE                | # INCIDENTS | % of TOTAL     |
|------------------------------------|-------------|----------------|
| Fires                              | 7           | 7.14%          |
| Rescue & Emergency Medical Service | 73          | 74.49%         |
| Hazardous Condition (No Fire)      | 5           | 5.10%          |
| Service Call                       | 4           | 4.08%          |
| Good Intent Call                   | 12          | 12.24%         |
| False Alarm & False Call           | 1           | 1.02%          |
| <b>TOTAL</b>                       | <b>102</b>  | <b>100.00%</b> |

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

**Detailed Breakdown by Incident Type**

| <b>INCIDENT TYPE</b>                                   | <b># INCIDENTS</b> | <b>% of TOTAL</b> |
|--|--------------------|-------------------|
| 100 - Fire, other                                      | 1                  | 0.98%             |
| 111 - Building fire                                    | 1                  | 0.98%             |
| 118 - Trash or rubbish fire, contained                 | 1                  | 0.98%             |
| 142 - Brush or brush-and-grass mixture fire            | 3                  | 2.94%             |
| 143 - Grass fire                                       | 1                  | 0.98%             |
| 311 - Medical assist, assist EMS crew                  | 63                 | 61.76%            |
| 321 - EMS call, excluding vehicle accident with injury | 1                  | 0.98%             |
| 322 - Motor vehicle accident with injuries             | 2                  | 1.96%             |
| 324 - Motor vehicle accident with no injuries.         | 7                  | 6.86%             |
| 445 - Arcing, shorted electrical equipment             | 1                  | 0.98%             |
| 460 - Accident, potential accident, other              | 2                  | 1.96%             |
| 463 - Vehicle accident, general cleanup                | 2                  | 1.96%             |
| 551 - Assist police or other governmental agency       | 2                  | 1.96%             |
| 553 - Public service                                   | 1                  | 0.98%             |
| 561 - Unauthorized burning                             | 1                  | 0.98%             |
| 611 - Dispatched & cancelled en route                  | 7                  | 6.86%             |
| 631 - Authorized controlled burning                    | 3                  | 2.94%             |
| 651 - Smoke scare, odor of smoke                       | 2                  | 1.96%             |
| 700 - False alarm or false call, other                 | 1                  | 0.98%             |
| <b>TOTAL INCIDENTS:</b>                                | <b>102</b>         | <b>100.00%</b>    |

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

**Department: Parks  
Monthly Activity Report  
MONTH OF FEBRUARY 2020**

I) Regular Personnel Hours Available: 960.00

LESS:

|    |                      |       |
|----|----------------------|-------|
| A) | Vacation Leave       | 19.00 |
| B) | Sick Leave           | 38.50 |
| C) | Supervision/Training | 76.00 |
| D) | Holiday              | 48.00 |
| E) | Other                |       |

SUB-TOTAL 181.50

PLUS:

|    |                 |       |
|----|-----------------|-------|
| A) | Over Time       | 32.00 |
| B) | Temporary Labor |       |
| C) | Part Time       |       |
| D) | Transfer        |       |

SUB-TOTAL 32.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 810.50

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.

|  |      |       |
|--|------|-------|
| Install Pet Waste Stations               | 8.00 |       |
| Install Downtown Square Trash Receptacle | 4.00 |       |
|  |      |       |
|  |      |       |
|  |      |       |
| Other:                                   |      |       |
| Sub-total Hours on Projects:             |      | 12.00 |

IV) Department Operations and Maintenance for the Month.

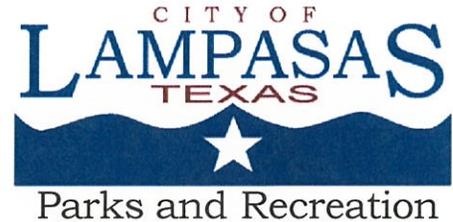
|                              |        |        |
|------------------------------|--------|--------|
| Cleaning Parks               | 141.00 |        |
| Airport Maint.               | 34.50  |        |
| Mowing/Weed eating           | 224.00 |        |
| Building and Grounds         | 218.00 |        |
| Equipment/Vehicles/Shop      | 98.50  |        |
| Office/Meetings              | 82.50  |        |
| Sub-total Hours on Projects: |        | 798.50 |

TOTAL HOURS FOR DEPARTMENT 810.50

V) Department's Proposed Projects for next Month

|   |  |      |
|---|--|------|
|   |  |      |
|   |  |      |
|   |  |      |
| Total Estimated Hours on Proposed Projects: |  | 0.00 |

# Memo



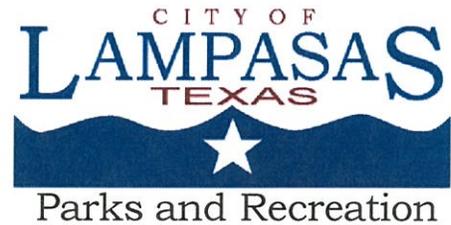
To: CHRIS EICHER  
From: JESSIE ACOSTA  
Date: MONDAY FEBRUARY 10, 2020  
RE: WEEKLY REPORT FEBRUARY 2 – FEBRUARY 8, 2020

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## Weekly Activities:

- TURN IN WEEKLY / MONTHLY REPORTS, WEEKLY WORK SCHEDULES & EMPLOYEE TIMESHEETS
- AIRPORT: CHECK FUEL STATION, HANGARS, CLEAN PILOTS LOUNGE & INSPECT RUNWAY LIGHTS
- MAINTAIN / CLEAN ALL PARKS PROPERTIES & PUBLIC RESTROOMS DAILY
- MOW & WEEDEAT HANCOCK PARK, POOL, PAVILION & HOSTESS HOUSE
- CLEAN & PREP HOSTESS HOUSE BEFORE & AFTER MEETING
- MOW & WEEDEAT AROUND PARKS SHOP
- CHECK / INSULATE ALL OUTDOOR PLUMBING; TURN ON HEAT LAMPS & HEATERS IN MECHANICAL ROOMS
- FILL HOLES & LOW SPOTS ALONG SIDEWALKS IN BROOK PARK
- CHECK BOTH AIRPORT COURTESY VEHICLES FOR REGULAR MAINTENANCE
- CLEAN PARKS SHOP / RESTROOM / BREAK ROOM; ORGANIZE TOOLS & STORAGE AREAS
- RAKE & LEVEL MULCH IN BROOK & SUEANN PARK PLAYGROUNDS

# Memo



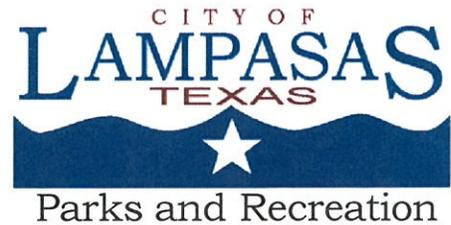
To: CHRIS EICHER  
From: JESSIE ACOSTA  
Date: TUESDAY FEBRUARY 18, 2020  
RE: WEEKLY REPORT FEBRUARY 9 – FEBRUARY 15, 2020

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## Weekly Activities:

- TURN IN WEEKLY / MONTHLY REPORTS, WEEKLY WORK SCHEDULES & EMPLOYEE TIMESHEETS
- AIRPORT: CHECK FUEL STATION, HANGARS, CLEAN PILOTS LOUNGE & INSPECT RUNWAY LIGHTS
- MAINTAIN / CLEAN ALL PARKS PROPERTIES & PUBLIC RESTROOMS DAILY
- WEEDEAT AROUND CITY HALL & COUNCIL CHAMBERS
- MOW & WEEDEAT LIBRARY PROPERTIES
- CUT UP & DISPOSE OF FALLEN TREE LIMB AT BROOK PARK
- PICK UP DESK FROM AIRPORT HANGAR & STORE AT PARKS SHOP
- INSTALL NEW NETWORK INTERFACE FOR AWOS AT AIRPORT
- ACCEPT DELIVERY OF NEW TRASH RECEPTACLE FOR DOWNTOWN SQUARE
- INSTALL PET WASTE STATIONS AT BROOK & CAMPBELL PARKS
- CHECK / PREP HOSTESS HOUSE FOR WEEKEND RENTALS
- REPLACE RESTROOM SINK FAUCET AT PARKS SHOP
- REPAIR HANGAR DOOR AT AIRPORT (BUILDING 1 HANGAR 4)
- ASSIST IT DEPARTMENT MOVE FURNITURE AT IT OFFICE

# Memo



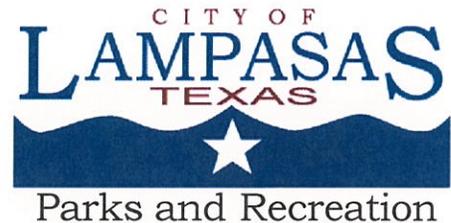
To: CHRIS EICHER  
From: JESSIE ACOSTA  
Date: MONDAY FEBRUARY 24, 2020  
RE: WEEKLY REPORT FEBRUARY 16 – FEBRUARY 22, 2020

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## Weekly Activities:

- TURN IN WEEKLY / MONTHLY REPORTS, WEEKLY WORK SCHEDULES & EMPLOYEE TIMESHEETS
- AIRPORT: CHECK FUEL STATION, HANGARS, CLEAN PILOTS LOUNGE & INSPECT RUNWAY LIGHTS
- MAINTAIN / CLEAN ALL PARKS PROPERTIES & PUBLIC RESTROOMS DAILY
- MONDAY: HOLIDAY (PRESIDENT'S DAY)
- MOW & WEEDEAT CAMPBELL PARK, HANNA SPRINGS POOL & AVENUE A PROPERTIES
- LOAD PICNIC TABLES & TRASH CAN FROM LIBRARY & STORE AT PARKS SHOP
- CLEAN / PREP HOSTESS HOUSE; REPAIR P-TRAP IN KITCHEN
- PREP FOR & ASSIST INMATES WEEDEAT LEVEE AT GAVIN GARRETT COMPLEX
- MOW & WEEDEAT 4 CORNERS AT HWY 183 & 190
- INSTALL NEW TRASH RECEPTACLE ON NORTH SIDE OF DOWNTOWN SQUARE
- CLEAN PARKS SHOP / RESTROOM / BREAK ROOM

# Memo



To: CHRIS EICHER  
From: JESSIE ACOSTA  
Date: MONDAY MARCH 2, 2020  
RE: WEEKLY REPORT FEBRUARY 23 – FEBRUARY 29, 2020

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## Weekly Activities:

- TURN IN WEEKLY / MONTHLY REPORTS, WEEKLY WORK SCHEDULES & EMPLOYEE TIMESHEETS
- AIRPORT: CHECK FUEL STATION, HANGARS, CLEAN PILOTS LOUNGE & INSPECT RUNWAY LIGHTS
- MAINTAIN / CLEAN ALL PARKS PROPERTIES & PUBLIC RESTROOMS DAILY
- MOW & WEEDEAT HEAD-START & SENIOR CENTER
- MOW & WEEDEAT BROOK PARK
- INSTALL NEW CREDIT CARD READER AT AIRPORT FUEL STATION
- MOW & WEEDEAT COOK CEMETERY
- EXPOSE & REPAIR WATER LEAK IN BROOK PARK AT KEY AVENUE BRIDGE
- ATTEND EMERGENCY PLAN MEETING AT COUNCIL CHAMBERS
- MOW & WEEDEAT ISLAND AT HWY 281 & WALNUT STREET
- MOW & WEEDEAT AROUND PARKS SHOP
- PREP FOR & ASSIST INMATES WEEDEAT HWY 281 & BROOK PARK LEVEES
- SERVICE JOHN DEERE TRACTOR
- MOW & WEEDEAT COLLEGE STREET PARK & COLORED SCHOOL PROPERTY
- FILL HOLES ALONG RETAINING WALL IN BROOK PARK
- RAKE & LEVEL MULCH IN BROOK & SUEANN PLAYGROUNDS
- MOW & WEEDEAT HANCOCK PARK, POOL, PAVILION, BATH-HOUSE & HOSTESS HOUSE
- ACCEPT AIRPORT FUEL DELIVERY

# WEEKLY WORK SCHEDULES

## PARKS DEPARTMENT

WEEK OF: FEBRUARY 2-8, 2020

|                     | ESTIMATED     | ACTUAL        |
|---------------------|---------------|---------------|
| <b>TOTAL HOURS</b>  | 240.00        | 240.00        |
| OVERTIME            | 10.00         | 6.00          |
| PART-TIME/TEMPORARY |               |               |
| LESS VACATION       | 8.00          | 8.00          |
| LESS SICK           | 24.00         | 26.50         |
| SUPERVISION         | 20.00         | 20.00         |
| LESS OTHER          |               |               |
| <b>TOTAL HOURS</b>  | <b>198.00</b> | <b>191.50</b> |

**WORK ORDERS**

|                                  |          |
|----------------------------------|----------|
| # OF SCHEDULED/COMPLETED         |          |
| MAN HOURS                        |          |
| NUMBER STILL OPEN                |          |
| <b>TOTAL HOURS - WORK ORDERS</b> | <b>-</b> |

**PROJECTS**

|                               |          |
|-------------------------------|----------|
|                               |          |
|                               |          |
|                               |          |
| <b>TOTAL HOURS - PROJECTS</b> | <b>-</b> |

**OPERATIONS & MAINTENANCE**

|                              |               |               |
|------------------------------|---------------|---------------|
| CLEANING PARKS               | 36.00         | 36.00         |
| AIRPORT MAINT.               | 12.00         | 10.50         |
| MOWING/WEED EATING           | 50.00         | 48.00         |
| BUILDING/GROUNDS             | 60.00         | 55.00         |
| EQUIP/VEHICLES/SHOP          | 20.00         | 22.00         |
| <b>TOTAL HOURS - O&amp;M</b> | <b>178.00</b> | <b>171.50</b> |

**OTHER**

|                     |              |              |
|---------------------|--------------|--------------|
| OFFICE              | 10.00        | 10.00        |
| MEETINGS            | 10.00        | 10.00        |
| <b>TOTAL OTHER:</b> | <b>20.00</b> | <b>20.00</b> |

|                         |               |               |
|-------------------------|---------------|---------------|
| <b>TOTAL CATAGORIES</b> | <b>198.00</b> | <b>191.50</b> |
|-------------------------|---------------|---------------|

# WEEKLY WORK SCHEDULES

## PARKS DEPARTMENT

WEEK OF: FEBRUARY 9-15, 2020

|                     | ESTIMATED     | ACTUAL        |
|---------------------|---------------|---------------|
| <b>TOTAL HOURS</b>  | 240.00        | 240.00        |
| OVERTIME            | 10.00         | 8.00          |
| PART-TIME/TEMPORARY |               |               |
| LESS VACATION       |               |               |
| LESS SICK           | 4.00          | 4.00          |
| SUPERVISION         | 20.00         | 20.00         |
| LESS OTHER          |               |               |
| <b>TOTAL HOURS</b>  | <b>226.00</b> | <b>224.00</b> |

**WORK ORDERS**

|                                  |          |          |
|----------------------------------|----------|----------|
| # OF SCHEDULED/COMPLETED         |          |          |
| MAN HOURS                        |          |          |
| NUMBER STILL OPEN                |          |          |
| <b>TOTAL HOURS - WORK ORDERS</b> | <b>-</b> | <b>-</b> |

**PROJECTS**

|                               |          |          |
|-------------------------------|----------|----------|
|                               |          |          |
|                               |          |          |
|                               |          |          |
| <b>TOTAL HOURS - PROJECTS</b> | <b>-</b> | <b>-</b> |

**OPERATIONS & MAINTENANCE**

|                              |               |               |
|------------------------------|---------------|---------------|
| CLEANING PARKS               | 36.00         | 36.00         |
| AIRPORT MAINT.               | 10.00         | 12.00         |
| MOWING/WEED EATING           | 20.00         | 24.00         |
| BUILDING/GROUNDS             | 110.00        | 100.00        |
| EQUIP/VEHICLES/SHOP          | 30.00         | 32.00         |
| <b>TOTAL HOURS - O&amp;M</b> | <b>206.00</b> | <b>204.00</b> |

**OTHER**

|                     |              |              |
|---------------------|--------------|--------------|
| OFFICE              | 10.00        | 10.00        |
| MEETINGS            | 10.00        | 10.00        |
| <b>TOTAL OTHER:</b> | <b>20.00</b> | <b>20.00</b> |

|                         |               |               |
|-------------------------|---------------|---------------|
| <b>TOTAL CATAGORIES</b> | <b>226.00</b> | <b>224.00</b> |
|-------------------------|---------------|---------------|

# WEEKLY WORK SCHEDULES

## PARKS DEPARTMENT

WEEK OF: FEBRUARY 16-22, 2020

|                      | ESTIMATED     | ACTUAL        |
|----------------------|---------------|---------------|
| <b>TOTAL HOURS</b>   | 240.00        | 240.00        |
| OVERTIME             | 10.00         | 11.00         |
| PART-TIME/TEMPORARY  |               |               |
| LESS VACATION        | 8.00          | 8.00          |
| LESS SICK            |               | 3.50          |
| SUPERVISION          | 20.00         | 16.00         |
| LESS OTHER (HOLIDAY) | 48.00         | 48.00         |
| <b>TOTAL HOURS</b>   | <b>174.00</b> | <b>175.50</b> |

**WORK ORDERS**

|                                  |          |          |
|----------------------------------|----------|----------|
| # OF SCHEDULED/COMPLETED         |          |          |
| MAN HOURS                        |          |          |
| NUMBER STILL OPEN                |          |          |
| <b>TOTAL HOURS - WORK ORDERS</b> | <b>-</b> | <b>-</b> |

**PROJECTS**

|                               |          |          |
|-------------------------------|----------|----------|
|                               |          |          |
|                               |          |          |
|                               |          |          |
| <b>TOTAL HOURS - PROJECTS</b> | <b>-</b> | <b>-</b> |

**OPERATIONS & MAINTENANCE**

|                              |               |               |
|------------------------------|---------------|---------------|
| CLEANING PARKS               | 33.00         | 33.00         |
| AIRPORT MAINT.               | 5.00          | 4.00          |
| MOWING/WEED EATING           | 50.00         | 48.00         |
| BUILDING/GROUNDS             | 40.00         | 42.00         |
| EQUIP/VEHICLES/SHOP          | 30.00         | 32.00         |
| <b>TOTAL HOURS - O&amp;M</b> | <b>158.00</b> | <b>159.00</b> |

**OTHER**

|                     |              |              |
|---------------------|--------------|--------------|
| OFFICE              | 8.00         | 8.50         |
| MEETINGS            | 8.00         | 8.00         |
| <b>TOTAL OTHER:</b> | <b>16.00</b> | <b>16.50</b> |

|                         |               |               |
|-------------------------|---------------|---------------|
| <b>TOTAL CATAGORIES</b> | <b>174.00</b> | <b>175.50</b> |
|-------------------------|---------------|---------------|

**WEEKLY WORK SCHEDULES**  
**PARKS DEPARTMENT**

**WEEK OF: FEBRUARY 23-29, 2020**

|                     | <u>ESTIMATED</u> | <u>ACTUAL</u> |
|---------------------|------------------|---------------|
| <b>TOTAL HOURS</b>  | 240.00           | 240.00        |
| OVERTIME            | 10.00            | 7.00          |
| PART-TIME/TEMPORARY |                  |               |
| LESS VACATION       | 3.00             | 3.00          |
| LESS SICK           | 4.00             | 4.50          |
| SUPERVISION         | 20.00            | 20.00         |
| LESS OTHER          |                  |               |
| <b>TOTAL HOURS</b>  | <b>223.00</b>    | <b>219.50</b> |

**WORK ORDERS**

|                                  |          |          |
|----------------------------------|----------|----------|
| # OF SCHEDULED/COMPLETED         |          |          |
| MAN HOURS                        |          |          |
| NUMBER STILL OPEN                |          |          |
| <b>TOTAL HOURS - WORK ORDERS</b> | <b>-</b> | <b>-</b> |

**PROJECTS**

|                               |          |          |
|-------------------------------|----------|----------|
|                               |          |          |
|                               |          |          |
|                               |          |          |
| <b>TOTAL HOURS - PROJECTS</b> | <b>-</b> | <b>-</b> |

**OPERATIONS & MAINTENANCE**

|                              |               |               |
|------------------------------|---------------|---------------|
| CLEANING PARKS               | 36.00         | 36.00         |
| AIRPORT MAINT.               | 5.00          | 8.00          |
| MOWING/WEED EATING           | 100.00        | 104.00        |
| BUILDING/GROUNDS             | 40.00         | 33.00         |
| EQUIP/VEHICLES/SHOP          | 16.00         | 12.50         |
| <b>TOTAL HOURS - O&amp;M</b> | <b>197.00</b> | <b>193.50</b> |

**OTHER**

|                     |              |              |
|---------------------|--------------|--------------|
| OFFICE              | 10.00        | 10.00        |
| MEETINGS            | 16.00        | 16.00        |
| <b>TOTAL OTHER:</b> | <b>26.00</b> | <b>26.00</b> |

|                         |               |               |
|-------------------------|---------------|---------------|
| <b>TOTAL CATAGORIES</b> | <b>223.00</b> | <b>219.50</b> |
|-------------------------|---------------|---------------|

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## City of Lampasas

## M E M O

To: Mayor and City Council  
From: Finley deGraffenried  
Re: Manager's Report  
Date: 20 March 2020

- Comp Plan** As with all non-Council meetings, the Comprehensive Plan Advisory Committee meeting scheduled for April 7<sup>th</sup> has been postponed. According to the attached Progress Report and invoice, Halff has completed over 63% of their contracted scope, and has provided drafts of four chapters of the Plan to the City for review. Staff encourages continued input on the drafts, not only observations, but also recommendations related to specific language. Staff will coordinate a date, hopefully prior to Summer, for the next meeting.
- West Ave E** The City Attorney, with help from neighbors on Ave E, has contacted the sole heir to the property required for a drainage easement. Previously, the City had provided the owners of record an appraisal of the easement and a financial offer for the approximately 13 feet x 129 feet area (0.04 acres). Without acknowledgement of receipt, the City was preparing, through a City Council Resolution, to initiate condemnation. With the heir now identified and contacted, the City has verbal agreement for the easement conveyance. The City will prepare and advertise for paving and drainage improvements in the coming weeks.
- Airport** The City has been notified that improvements to the Airport runway and lighting will commence on or about April 13<sup>th</sup>. Additionally, the contractor may begin to mobilize equipment and machinery next week. The scope of improvements include crack sealing, slurry seal of runway, painting, and improvements to the runway lights. The project was funded 90% through TxDOT and the Federal Aviation Administration through non-primary entitlement funds. During the project, the Airport will likely be closed for 2 to 3 times, for up to 3 days per closure.
- Election** The City was contacted by the Lampasas County Election Administrator regarding his desire to postpone the City election in May. His concern centered on early voting and the number of elderly that would be exposed to/by election employees. Additionally, concerns were raised regarding the possible spread of the virus from voting machines. The State has provided means to conduct the election in November, and Christina is preparing for that possibility based on Council input.

Finance Department Yvonne, in consultation with the City Manager, has made some minor staff changes in the Finance Department, and Utility Billing and Collection. Felicia Vallejo has moved from the customer counter to Deb Lindsey's former office in order to concentrate more closely on billing, reconciliation, and customer service. She will continue to assist with new accounts, but in a more private office setting. The move will also allow additional disbursement and redundancy of Finance Department duties.

Chlorine Burn Residents should begin to notice the positive change in the smell and taste of City water this week. Chloramines began registering at the City metering points on March 20<sup>th</sup>, however; will take several days to reach the western extent of our distribution system. According to Van Sims, the burn was very effective in maintaining and cleaning our distribution system. Council and residents will notice additional flushing on the system to purge any remaining chlorine.

Ave C It seems like a broken record, but if the weather will cooperate, Avenue C should be completed in the next two weeks. All tie-ins have been done, and concrete and asphalt contractors have prepared the project for hot-mix and curbing.



February 26, 2020

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

RE: Progress Report for the Lampasas Comprehensive Plan

Dear Mr. DeGraffenried:

I am pleased to submit the **Progress Report No. 9** for the above referenced project. This report covers the **period of January 27, 2020 through February 10, 2020** and corresponds with Invoice No. 10034423 (attached). Our professional services agreement was authorized by the signature of the City Manager on May 1, 2019.

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

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

HALFF ASSOCIATES, INC.

9500 AMBERGLEN BLVD. BUILDING F, SUITE 125  
 AUSTIN, TX 78729

TEL (512) 777-4600  
 FAX (512) 252-8141

WWW.HALFF.COM

| Deliverables and Meetings  | Meeting or Due Date    | Status                                   |
|--|------------------------|--|
| Deliverables:  |                        |  |
| - Technical Plan:  | 10-22-19               | ✓ Complete                               |
| o Chapter 1, <i>Introduction</i>   |                        | ✓ Complete                               |
| o Chapter 2, <i>Existing Conditions</i>  |                        | ✓ Complete                               |
| Deliverables:  |                        |  |
| - Technical Plan:  | 02-05-20               | ✓ Complete                               |
| o Vision Statement, Goals and Objectives   |                        | ✓ Complete                               |
| o Chapter 3, <i>Community Engagement</i>   |                        | ✓ Complete                               |
| o Chapter 4, <i>Community Vision</i>   |                        | ✓ Complete                               |
| - Future Lampasas – Overview of recommendations for Plan elements                                      |                        | ✓ Complete                               |
| <b>Meeting Group No. 4</b>   |                        |  |
| - CPAC (Advisory Committee Meeting # 3)  | 02-13-19               |  |
| - City Council and Planning & Zoning Commission Mid-Point Briefing                                     |                        |  |
| Deliverables:  |                        |  |
| - Technical Plan:  | 02-24-20               |  |
| o Chapter 5: <i>Future Directions</i>  |                        |  |
| o Chapter 6: <i>Plan Implementation (minus prioritization)</i>   |                        |  |
| <b>Meeting Group No. 5</b>   |                        |  |
| - CPAC (Advisory Committee Meeting # 4)  | 03-03-20               |  |
| o <i>Overview of Final Plan</i>  |                        |  |
| Deliverables:  |                        |  |
| - Technical Plan:  | 03-20-20               |  |
| o <i>Revised chapters per comments</i>   |                        |  |
| <b>Meeting Group No. 6</b>   |                        |  |
| - CPAC (Advisory Committee Meeting # 5), Planning & Zoning Commission, and City Council joint workshop | 04-16-20               |  |
| o <i>Overview of Draft Plan</i>  |                        |  |
| o <i>Prioritization Exercise</i>   |                        |  |
| Deliverables:  |                        |  |
| - Public Hearing Draft   | 04-28-20               |  |
| - Completed Draft Summary Plan   |                        |  |
| <b>Meeting Group No. 7</b>   |                        |  |
| - Public Hearing with Planning and Zoning Commission   | 05-12-20               |  |
| - Recommendation to City Council   |                        |  |
| Deliverables:  |                        |  |
| - List of P&Z comments / recommendation on the Public Hearing Draft                                    | 05-15-20               |  |
| - Draft adoption resolution  |                        |  |
| <b>Meeting Group No. 8</b>   |                        |  |
| - City Council Consideration of adoption   | TBD                    | Half not anticipated to be in attendance |
| Final Deliverables   |                        |  |
|  | 2 weeks after adoption |  |

### Project Work/Activity

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

*Feb. 2020*

- 02-10-20 Kimberly sent Finley a complete draft of Ch. 4 and Finley responded, confirming receipt and asking for a pre-CPAC meeting on Thurs, 2/13.
- 02-07-20 Finley sent Kimberly comments back on Ch. 3, which Kimberly incorporated.
- 02-05-20 Kimberly sent Finley and Becky Chapter 3 and the Vision statement for their review. She let you know that Ch. 4 would be shared with you tomorrow and asked you to contact her with any revisions as soon as they are available.

#### **Upcoming Work / Activities**

During the next reporting period, Halff will share the first draft of Chapters 3 and 4, including the FLU plan and the Master Thoroughfare Plan. We will also prepare a Vision statement based on the CPAC vision workshop on 10/22/2019. **The next CPAC Meeting is scheduled for early April, 2020, and will include an overview of the draft plan.**

#### **Completion and Budget Status**

Based on our existing contract, Halff was authorized \$120,000 to complete the Lampasas Master Plan Update project. As of the date of this progress report and invoice, **the work on the overall project is approximately 63.69 percent complete.** As shown on the associated invoice, the actual costs incurred during this reporting period include **\$5,511.70 of new charges**, out of a total fee earned to date of \$76,423.06. Previous payments by the City equals \$ 70,911.36, **meaning the current amount now due is \$5,511.70.**

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

Respectfully submitted,

HALFF ASSOCIATES, INC.

*Matt Bucchin*

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



City of Lampasas  
 312 E Third Street  
 Lampasas TX 76550

Invoice Date: 02/26/2020  
 Invoice: 10034423  
 Project: 036163.001

Attention: Finley DeGraffenried, finley@cityoflampasas.com  
 Project Name: Lampasas / Comprehensive Plan

For Professional Services Rendered through: February 10, 2020  
 Comprehensive Plan for the City of Lampasas

| Lump Sum  | Fee               | Pct. Comp    | Earned To Date   | Previous Amount  | Current Amount  |
|---|-------------------|--------------|------------------|------------------|-----------------|
| 000100 - Phase 1 - Project Initiation & Managemen | 4,720.00          | 100.00       | 4,720.00         | 4,720.00         | 0.00            |
| 000200 - Phase 2 - Existing Conditions & Assessme | 20,520.00         | 99.82        | 20,482.70        | 20,482.70        | 0.00            |
| 000300 - Phase 3 - Public Engagement              | 31,540.00         | 82.50        | 26,020.13        | 25,383.23        | 636.90          |
| 000400 - Phase 4 - Vision & Goals                 | 8,480.00          | 94.30        | 7,997.06         | 7,776.47         | 220.59          |
| 000500 - Phase 5 - Future Lampasas/ Recommendatio | 42,640.00         | 38.66        | 16,485.51        | 11,831.30        | 4,654.21        |
| 000600 - Phase 6 - Adoption                       | 10,600.00         | 0.00         | 0.00             | 0.00             | 0.00            |
| 000700 - Phase 7 - Direct Expenses                | 1,500.00          | 47.84        | 717.66           | 717.66           | 0.00            |
| <b>Total Lump Sum Services:</b>                   | <b>120,000.00</b> | <b>63.69</b> | <b>76,423.06</b> | <b>70,911.36</b> | <b>5,511.70</b> |

Remaining Fee: 43,576.94

Total Earned to Date: 76,423.06  
 Less Previous Billed: 70,911.36  
**Amount Due this Invoice: 5,511.70**

Outstanding Invoices:

| Number       | Date       | Balance          |
|--------------|------------|------------------|
| 10033335     | 01/31/2020 | 10,091.71        |
| <b>Total</b> |            | <b>10,091.71</b> |

Remit payment to P.O. Box 678316, Dallas, TX 75267-8316  
 Reference Project 036163.001 and Invoice 10034423  
 Contact Brandon Henry at bhenry@halff.com with any billing questions.

  
City Manager

ITEM NO. 7.1

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

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**Subject:**

Discussion and possible action regarding 2020 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-of-Way access line rates.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: March 10, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

This item is considered annually by Council as a pass through rate to telephone customers. For the past seven years the City has opted not to increase access line rates to consumers and due to the relative small impact, Staff recommends no action.

**Recommendation:**

No action or to consider a motion not to raise Right-of-Way access line rates.



# Public Utility Commission of Texas

1701 N. Congress Ave., PO Box 13326, Austin, TX 78711-3326

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## 2020 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

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March 9, 2020

### PURPOSE

This letter is to notify you that your city's 2020 maximum access line rates have increased by 0.7267% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777).

### DEFAULT RATES FOR 2020: NO CHANGE

Based on the choice made by your city in April 2019, your city's 2020 rate will either be adjusted for inflation, or will remain the same as your 2019 rate. According to our records, when similar CPI adjustments were made in April 2019, you opted NOT to adjust your rates for inflation, (i.e. you chose LESS than the maximum allowable CPI-adjusted rates). Therefore, your 2020 rates will REMAIN at your 2019 level and your rates will NOT increase. You have the option to refuse this default rate and request an increase in rates by taking the action explained below.

### ACTION BY CITY: TO REQUEST AN INCREASE

(1) You do not have to respond if you desire to keep your 2020 rates at the 2019 levels. (2) Respond ONLY if you want an INCREASE from the 2019 rates. (3) To request an increase, notify the PUC using page 2 of this letter no later than April 30, 2020. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

### WHAT HAPPENS IF A CITY DOES NOT RESPOND BY APRIL 30, 2019?

If a city does not respond by April 30, 2020, the rates for your city will remain at the 2019 levels. The next opportunity to adjust your rates will be September 1, 2020.

### WHAT HAPPENS NEXT?

The PUC will notify telephone companies of your desired rates and you will be compensated accordingly no later than July 1, 2020.

### FUTURE REVISIONS TO CPI

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2020, you will receive a similar letter in 2021.

See over...

**City of Lampasas**

**SECTION 1: Your new 2020 CPI adjusted maximum rates are as follows:**

Residential:     \$1.77          Non-Residential:     \$4.01          Point-to-Point:     \$6.03    

**SECTION 2: Your default rates for 2020 are as follows and are the same as your 2019 rates.  
Note: This is lower because you have chosen to do so previously.**

Residential:     \$1.23          Non-Residential:     \$2.83          Point-to-Point:     \$4.31    

**To increase your default rates by any amount up to your 2020 maximum rates shown in SECTION 1, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in SECTION 2, no action is required.**

I \_\_\_\_\_, Title \_\_\_\_\_, am an authorized representative for the City/Town/Village of \_\_\_\_\_. The City declines to accept the default rates indicated in SECTION 2 above. Instead, we choose the following rates: Residential \_\_\_\_\_; Non-Residential \_\_\_\_\_; Point-to-Point \_\_\_\_\_.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Other Comments:

**HOW TO RESPOND**

Mail: Stephen Mendoza  
Public Utility Commission  
P.O. Box 13326  
Austin, TX 78711-3326

**INQUIRIES**

Inquiries only. NOT for sending your response.  
HB1777@puc.texas.gov  
Phone No: 512-936-7394

Or FAX to Stephen Mendoza at: 512-936-7428

**CITY CONTACT INFORMATION**

Please notify us if the contact information we have on file for your city has changed. Thank you.

Phone No. 1:     (512) 556-6831      
Phone No. 2: \_\_\_\_\_  
Fax No:     (512) 556-2074      
Email:     yvonne@cityoflampasas.com    

**Address**

YVONNE MORENO FINANCE DIRECTOR  
or current city official responsible for right-of-way issues  
CITY OF LAMPASAS  
312 EAST THIRD ST  
LAMPASAS TX 76550

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City ManagerITEM NO. 7.2

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

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**Subject:**

Discussion and possible action regarding the first reading of an Ordinance to re-adopt Chapter 50, Article II, Sec. 50:31-36 Curfew for Minors

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: March 11, 2020

For the agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments: (1) Copy of Curfew for Minors Ordinance; (2) Copy of Local Government Code 370: (3) Three year review (2017-2019) of Curfew Violations.

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**Summary Statement:**

Section 370.002 of the Local Government Code requires that after a city adopts a juvenile curfew ordinance, the city must review and readopt the ordinance every three years. The statute requires that a city:

Review the Ordinance's effects on the community and on problems the ordinance was intended to remedy;

Conduct public hearings on the need to continue the ordinance; and

Abolish, continue, or modify the ordinance.

A juvenile curfew ordinance expires if the city does not review and readapt it every three years. Without the curfew ordinance, the Lampasas Police Department will have no authority to keep juveniles off the streets at such late hours.

**Recommendation:**

To consider a motion to approve the first reading of an Ordinance to re-adopt Chapter 50, Article II, Sec. 50:31-36 Curfew for Minors. The Curfew for Minors is in the best interest for our community as a whole. The defenses in the Curfew for Minors are fair and cause the Ordinance to be constitutional. The use of the Curfew for Minors is a

valuable ordinance to the citizens and law enforcement of Lampasas. The use of the curfew ordinance is also to reduce juvenile crime and victimization.

**2017 Curfew Violations:**

- 14 curfew warnings
- 3 citations
- Handled and Released: Minors from Copperas Cove fell asleep in car-told about curfew ordinance and sent home; report of minors being belligerent to customers at a late business-business advised no issues officer informed them of curfew ordinance and sent home. 16 year old female with adult male, parents out of town. 4 given a verbal warning and escorted home.

Areas of the City: Key Avenue, Stanley Street, Chestnut, Howe, South Spring, East Avenue B, Central Texas Expressway, Sunrise Hills, Hanna Springs School, and West First Street.

2 suspected of burglarizing vehicles, hiding under at Hanna Springs during BBQ Cook-Off, gun visible in vehicle. They were issued citations.

2 males alley behind Medinas-saw officer and ran, hid, saw officer again and ran-one minor (14) issued a citation-parents called.

One minor took a family members vehicle without permission, broke down and was wandering around a neighborhood looking for jumper cables. No charges and warning.

**2018 Curfew Violations:**

- 13 written warnings
- 17 written citations: Group in an alley behind a business, suspected of burglarizing vehicles,
- 7 handled and released. One group of three called 911-lost in park trying to find their way. One walking to clear his head-parent contacted. Two at school at 23:25 sitting in car-parents contacted. One walking home from event-unable to contact parents-ride home.

Areas of the City: 200 West Avenue A, 900 South Key, West 580 Sports Complex, 400 East 4<sup>th</sup> Street, 900 South Spring, 1300 West Sixth, 2200 South 281, 700 West Avenue A, 100 Ohnmeiss, 700 South Key.

**2019 Curfew Violations:**

- 17 written warnings
- 10 written citations
- 6 handled and released

Areas of the City: Soccer field, W.M Brook Park, West 580-Sports Complex, 900 South

Key, 100 Ohnmeiss, East 580, 1500 West 4<sup>th</sup> street, Central Texas Expressway, 300 South Willis, 1200 East Third.

Sec. 370.002. REVIEW OF JUVENILE CURFEW ORDER OR ORDINANCE.

(a) Before the third anniversary of the date of adoption of a juvenile curfew ordinance by a general-law municipality or a home-rule municipality or an order of a county commissioners court, and every third year thereafter, the governing body of the general-law municipality or home-rule municipality or the commissioners court of the county shall:

(1) review the ordinance or order's effects on the community and on problems the ordinance or order was intended to remedy;

(2) conduct public hearings on the need to continue the ordinance or order; and

(3) abolish, continue, or modify the ordinance or order.

(b) Failure to act in accordance with Subsections (a)(1)-(3) shall cause the ordinance or order to expire.

**Note: This Ordinance is the same that is in the Code of Ordinances currently – there are no changes- the Ordinance must be re-adopted every three years by State Law.**

**ORDINANCE NO. 1508**

**AN ORDINANCE AMENDING CHAPTER 50, OFFENSES, ARTICLE II “CURFEW FOR MINORS” OF THE CODE OF ORDINANCES OF THE CITY OF LAMPASAS, TEXAS, RELATING TO THE CURFEW FOR MINORS; REPEALING ANY INCONSISTENT PROVISIONS; PROVIDING A SAVINGS AND A REPEAL CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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WHEREAS, the City of Lampasas, Texas is a Home Rule municipality incorporated and operating under the Laws of the State of Texas;

WHEREAS, the City of Lampasas finds that it is in the best interest of its citizens to review the existing City ordinance regarding the curfew for minors;

WHEREAS, after conducting public hearings on the need to continue the ordinance, the City of Lampasas has determined that the curfew has been effective in remedying issues it was intended to remedy; and

WHEREAS, the City of Lampasas has determined that it is in the best interest of the health, safety and welfare of its citizens to continue the existing City ordinance regarding the curfew for minors, with some amendments therein.

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

**Part 1:** That Chapter 50, Article II “CURFEW FOR MINORS” of the Code of Ordinances of the City of Lampasas, Texas is hereby amended to read as follows:

**ARTICLE II. CURFEW FOR MINORS**

**Sec. 50-31. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Curfew hours* means:

- (1) 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday or Thursday, until 6:00 a.m. the following day; and

(2) 12:01 a.m. until 6:00 a.m. on any Saturday or Sunday.

*Emergency* means an unforeseen combination of circumstances or the resulting state that calls for immediate action. The term includes, but is not limited to, a fire, a natural disaster and automobile accident, or any situation requiring immediate action to prevent serious bodily injury or loss of life.

*Establishment* means any privately owned place of business operated for profit to which the public is invited including, but not limited to, any place of amusement or entertainment.

*Guardian* means:

(1) A person who, under court order, has the care, custody and control of a minor; or

(2) A public or private agency with whom a minor has been placed by a court.

*Minor* means any person under 17 years of age.

*Operator* means any individual, firm, association, partnership or corporation, operating, managing or conducting any establishment. The term includes the members or partners or an association or partnership and the officers of a corporation.

*Parent* means a person who is:

(1) A natural parent, adoptive parent, or stepparent of another person; or

(2) At least 18 years of age and authorized by a parent or guardian in writing to have the care and custody of a minor.

*Public place* means any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities and shops.

*Remain* means to:

(1) Linger or stay; or

(2) Fail to leave premises when requested to do so by a police officer or the owner, operator or other person in control of the premises.

*Serious bodily injury* means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.

**Sec. 50-32. Enforcement of article.**

(a) Before taking any enforcement action under this article, a police officer shall ask the apparent offender's age and reason for being in the public place.

(b) The officer shall not issue a citation or make an arrest under this article unless the officer reasonably believes that an offense has occurred and that, based on any response and other circumstances, no defense in section 50-35 is present.

(c) Upon finding a minor in violation of this article, a police officer will:

- (1) Ascertain the name and address of the minor;
- (2) Have the authority to issue a citation to the minor; and
- (3) Order the minor to go promptly home by a direct route.

(d) A peace officer, upon finding a minor in violation of this article, may take the minor into custody and deliver the minor to a juvenile processing office if reasonable grounds exist to believe the minor has engaged in delinquent conduct or conduct indicating a need for supervision as described in V.T.C.A., Family Code, § 51.03.

(e) The parents of a minor may be cited for violation of this article upon the minor receiving a second citation for violation of this article.

**Sec. 50-33. Penalty for violation of article.**

(a) A person who violates a provision of this article is guilty of a separate offense for each day or part of a day during which the violation is committed, continued or permitted. Each offense, upon conviction, is punishable by a fine not to exceed \$500.00.

(b) When required by V.T.C.A., Family Code § 51.08, as amended, the municipal court shall waive original jurisdiction over a minor who commits an offense under this article.

**Sec. 50-34. Offenses.**

(a) A minor commits an offense if he remains in any public place or on the premises of any establishment within the city's jurisdiction during curfew hours.

(b) A parent or guardian of a minor commits an offense if he knowingly permits, or by insufficient control allows, a minor to remain in any public place or on the premises of any establishment within the city during curfew hours. A parent is presumed to knowingly allow or permit the minor to be in violation of this article if the minor has two previous convictions for violations of this article. For the purpose of this section a deferred adjudication is a conviction.

(c) The owner, operator or employee of an establishment commits an offense if he knowingly allows a minor to remain upon the premises of the establishment during curfew hours.

**Sec. 50-35. Defenses.**

(a) It is a defense to prosecution under section 50-34(a) that the minor was:

- (1) Accompanied by the minor's parent or guardian;
- (2) On a lawful errand at the direction of the minor's parent or guardian, without any detour or stop;
- (3) In a motor vehicle involved in interstate travel;
- (4) Engaged in an employment activity, or going to or returning home from an employment activity, without any detour or stop;
- (5) Involved in an emergency;
- (6) On the sidewalk abutting the minor's residence or abutting the residence of a next-door neighbor if the neighbor did not complain to the police department about the minor's presence;
- (7) Attending an official school, religious or other activity supervised by adults and sponsored by a governmental entity, a church, a civic organization or similar entity that takes responsibility for the minor, or going to or returning home from, without any detour or stop, an official school, religious or other activity supervised by adults and sponsored by a governmental entity, a church, a civic organization or another similar entity that takes responsibility for the minor;
- (8) Exercising First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech and the right of assembly; or
- (9) Married or had been married or had disabilities of minority removed in accordance with V.T.C.A., Family Code chapter 31.

(b) It is a defense to prosecution under section 50-34(c) that the owner, operator or employee of an establishment promptly notified the police department that a minor was present on the premises of the establishment during curfew hours and refused to leave.

**Sec. 50-36. Expiration.**

It is the intent of the city council to review, conduct public hearings, and readopt this article every three years as prescribed by Chapter 370 of the Texas Local Government Code.

**Part 2:** This ordinance shall be and is hereby declared to be cumulative of all other ordinances of the City of Lampasas, and this ordinance shall not operate to repeal or affect any of such other ordinances, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any in such other ordinance or ordinances are hereby superseded.

**Part 3:** If any provision of this ordinance or application thereof to any person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

**Part 4:** The Mayor is hereby authorized to sign this ordinance and the City Secretary to attest. This ordinance shall become effective and be in full force and effect in accordance with the provisions of the Charter of the City of Lampasas.

**PASSED AND APPROVED** on First Reading, on this 23<sup>rd</sup> Day of March 2020.

**PASSED AND ADOPTED** on Second Reading on this 13<sup>th</sup> Day of April 2020.

**APPROVED:**

**ATTEST:**

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

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

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney  
[Signature of Attorney Provided on Separate Page, to be Attached]

  
**City Manager**ITEM NO. 7.3

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

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**Subject:**

Discussion and possible action regarding action to suspend the effective date proposed by ATMOS Energy Corporation-MIDTEX Division, to increase rates under the gas reliability infrastructure program for 45 days, and authorize the City's continued participation in a coalition of cities known as the "ATMOS Texas Municipalities"

Requested By: Christopher A. Felan, Vice President, Rates & Regulatory Affairs  
ATMOS Energy

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 20, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

In light of the Texas Supreme Court's opinion, the City's ability to review and effectuate a change in Atmos Energy's requested increase is limited. Nonetheless, to allow for a limited review of Atmos Energy's GRIP application, it is recommended that the City suspend Atmos Energy's proposed effective date of April 28, 2020 for forty-five days as allowed by state law, so that the City may evaluate whether the data and calculations in Atmos Energy's rate application are correctly done.

Therefore, ATM's Special Counsel, the law firm of Herrera Law & Associates, PLLC (through Alfred R. Herrera) recommends that the City adopt a resolution suspending Atmos Energy's proposed effective date for 45 days. Assuming a proposed effective date of April 28, 2020 Atmos Energy's proposed effective date is suspended until June 12, 2020.

**Recommendation:**

To consider a motion to suspend the effective date proposed by ATMOS Energy Corporation-MIDTEX Division, to increase rates under the gas reliability infrastructure program for 45 days, and authorize the City's continued participation in a coalition of cities known as the "ATMOS Texas Municipalities"

**AGENDA INFORMATION SHEET**  
**AGENDA ITEM NO. \_\_\_\_\_**

**ACTION TO SUSPEND THE EFFECTIVE DATE PROPOSED BY ATMOS ENERGY CORPORATION – MIDTEX DIVISION, TO INCREASE RATES UNDER THE GAS RELIABILITY INFRASTRUCTURE PROGRAM FOR 45 DAYS, AND AUTHORIZE THE CITY’S CONTINUED PARTICIPATION IN A COALITION OF CITIES KNOWN AS THE "ATMOS TEXAS MUNICIPALITIES"**

**ATMOS TEXAS MUNICIPALITIES**

The City is a member of the Atmos Texas Municipalities (“ATM”). The ATM group was organized by a number of municipalities served by Atmos Energy Corporation – MidTex Division (“Atmos Energy”) and has been represented by the law firm of Herrera Law & Associates, PLLC to assist in reviewing applications to change rates submitted by Atmos Energy.

**“GRIP” RATE APPLICATION**

Under section 104.301 of the Gas Utility Regulatory Act (GURA), a gas utility is allowed to request increases in its rates to recover a return on investments it makes between general rate cases. This section of GURA is commonly referred to as the “GRIP” statute, that is, the “Gas Reliability Infrastructure Program.”

Under a decision by the Supreme Court of Texas, the Court concluded that a filing made under the GRIP statute permitted gas utilities the opportunity to recover return on capital expenditures made during the interim period between general rate cases by applying for an interim rate adjustment and that proceedings under the GRIP statute did not contemplate either adjudicative hearings or substantive review of utilities’ filings for interim rate adjustments. Instead, the Court concluded, the GRIP statute provides for a *ministerial* review of the utility’s filings to ensure compliance with the GRIP statute and the Railroad Commission’s rules, and that it is within the Railroad Commission’s authority to preclude cities from intervening and obtaining a hearing before the Railroad Commission.

**ATMOS ENERGY’S “GRIP” APPLICATION**

On or about February 28, 2020 Atmos Energy filed for an increase in gas utility rates under the Gas Reliability Infrastructure Program (“GRIP”). Atmos Energy’s application if approved by the Commission will result in an increase in the monthly customer charges as shown below:

| <b>Rate Schedule</b>                                     | <b>Current Customer Charge</b>  | <b>Proposed 2018 Interim Rate Adjustment</b> | <b>Adjusted Customer Charge</b>   | <b>Increase Per Bill</b> |
|--|---------------------------------|--|-----------------------------------|--------------------------|
| <b>Rate R – Residential Sales</b>                        | \$21.74 per customer per month  | \$4.71 per customer per month                | \$26.45 per customer per month    | \$4.71                   |
| <b>Rate C – Commercial Sales</b>                         | \$52.26 per customer per month  | \$14.54 per customer per month               | \$66.80 per customer per month    | \$14.54                  |
| <b>Rate I (Industrial) &amp; Rate T (Transportation)</b> | \$939.80 per customer per month | \$261.93 per customer per month              | \$1,201.73 per customer per month | \$261.93                 |

Atmos Energy’s application, if approved by the Railroad Commission, will result in a systemwide increase in Atmos Energy’s revenue of about \$113.06 million, of which ATM’s portion is about \$11.15 million. Atmos Energy proposed an effective date of April 28, 2020.

**REVIEW AND ACTION RECOMMENDED**

In light of the Texas Supreme Court’s opinion, the City’s ability to review and effectuate a change in Atmos Energy’s requested increase is limited. Nonetheless, to allow for a limited review of Atmos Energy’s GRIP application, it is recommended that the City suspend Atmos Energy’s proposed effective date of April 28, 2020 for forty-five days as allowed by state law, so that the City may evaluate whether the data and calculations in Atmos Energy’s rate application are correctly done.

Therefore, ATM’s Special Counsel, the law firm of Herrera Law & Associates, PLLC (through Alfred R. Herrera) recommends that the City adopt a resolution suspending Atmos Energy’s proposed effective date for 45 days. Assuming a proposed effective date of April 28, 2020 Atmos Energy’s proposed effective date is suspended until June 12, 2020.

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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 Resolution by the City of Lampasas, Texas responding to the application of ATMOS Energy Corporation- MIDTEX Division, to increase rates under the gas reliability infrastructure program; suspending the effective date of this rate application for forty-five days; authorizing the City to continue to participate in a coalition of cities known as "ATMOS Texas Municipalities;" Determining that the meeting at which the Resolution was adopted complied with the Texas Open Meetings Act; making such other findings and provisions related to the subject; and declaring an effective date

Requested By: Christopher A. Felan, Vice President, Rates & Regulatory Affairs  
ATMOS Energy

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 20, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

**Summary Statement:**

On or about February 28, 2020 Atmos Energy Corporation – MidTex Division ("Atmos Energy") filed for an increase in gas utility rates under the Gas Reliability Infrastructure Program ("GRIP"), which if approved, results in an increase in the monthly customer charges as follows:

| Rate Schedule                                 | Current Customer Charge         | Proposed 2018 Interim Rate Adjustment | Adjusted Customer Charge          | Increase Per Bill |
|---|---------------------------------|---------------------------------------|-----------------------------------|-------------------|
| Rate R – Residential Sales                    | \$21.74 per customer per month  | \$4.71 per customer per month         | \$26.45 per customer per month    | \$4.71            |
| Rate C – Commercial Sales                     | \$52.26 per customer per month  | \$14.54 per customer per month        | \$66.80 per customer per month    | \$14.54           |
| Rate I (Industrial) & Rate T (Transportation) | \$939.80 per customer per month | \$261.93 per customer per month       | \$1,201.73 per customer per month | \$261.93          |

**Recommendation:**

To consider a motion to approve the Resolution

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

**A RESOLUTION BY THE CITY OF LAMPASAS, TEXAS, ("CITY") RESPONDING TO THE APPLICATION OF ATMOS ENERGY CORPORATION – MIDTEX DIVISION, TO INCREASE RATES UNDER THE GAS RELIABILITY INFRASTRUCTURE PROGRAM; SUSPENDING THE EFFECTIVE DATE OF THIS RATE APPLICATION FOR FORTY-FIVE DAYS; AUTHORIZING THE CITY TO CONTINUE TO PARTICIPATE IN A COALITION OF CITIES KNOWN AS THE "ATMOS TEXAS MUNICIPALITIES;" DETERMINING THAT THE MEETING AT WHICH THE RESOLUTION WAS ADOPTED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING SUCH OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, on or about February 28, 2020 Atmos Energy Corporation – MidTex Division (“Atmos Energy”) filed for an increase in gas utility rates under the Gas Reliability Infrastructure Program (“GRIP”), which if approved, results in an increase in the monthly customer charges as follows:

| <b>Rate Schedule</b>                                     | <b>Current Customer Charge</b>  | <b>Proposed 2018 Interim Rate Adjustment</b> | <b>Adjusted Customer Charge</b>   | <b>Increase Per Bill</b> |
|--|---------------------------------|--|-----------------------------------|--------------------------|
| <b>Rate R – Residential Sales</b>                        | \$21.74 per customer per month  | \$4.71 per customer per month                | \$26.45 per customer per month    | \$4.71                   |
| <b>Rate C – Commercial Sales</b>                         | \$52.26 per customer per month  | \$14.54 per customer per month               | \$66.80 per customer per month    | \$14.54                  |
| <b>Rate I (Industrial) &amp; Rate T (Transportation)</b> | \$939.80 per customer per month | \$261.93 per customer per month              | \$1,201.73 per customer per month | \$261.93                 |

**WHEREAS**, Atmos Energy’s application, if approved by the Railroad Commission, will result in a systemwide increase in Atmos Energy’s revenue of about \$113.06 million, of which ATM’s portion is about \$11.15 million; and

**WHEREAS**, the City has a special responsibility to exercise due diligence with regard to rate increases of monopoly utilities who operate within its boundaries; and

**WHEREAS**, the application to increase rates by Atmos Energy is complex; and

**WHEREAS**, it is necessary to suspend the effective date for the increase in rates for forty-five days, so that the City can assure itself that the data and calculations in Atmos Energy’s rate application are correctly done and are in conformity with section 104.301 of the Gas Utility Regulatory Act; and

**WHEREAS**, the effective date proposed by Atmos Energy is April 28, 2020 but a suspension by the City will mean that the rate increase cannot go into effect prior to June 12, 2020.

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

**Section 1.** That the statements and findings set out in the preamble to this resolution are hereby in all things approved and adopted.

**Section 2.** The City suspends the requested effective date by Atmos Energy for forty-five days pursuant to the authority granted the City under Section 104.301 of the Texas Utilities Code. The City finds that additional time is needed in order to review the data and calculations that provide the basis for the rate increase application.

**Section 3.** The City shall continue to act jointly with other cities that are part of a coalition of cities known as the Atmos Texas Municipalities (“ATM”).

**Section 4.** The City authorizes the law firm of Herrera Law & Associates, PLLC, to act on its behalf in connection with Atmos Energy’s application to increase rates.

**Section 5.** To the extent Atmos Energy’s application to increase rates under section 104.301 of the Gas Utility Regulatory Act (“GURA”) is considered a ratemaking proceeding, Atmos Energy is ordered to reimburse the City's reasonable rate case expenses incurred in response to Atmos Energy’s rate increase application within 30 days of receipt of invoices for such expenses to the extent allowed by law.

**Section 6.** A copy of this resolution shall be sent to Mr. Christopher A. Felan, Vice President, Rates & Regulatory Affairs, Atmos Energy Corporation, 5420 LBJ Freeway, Suite

1862, Dallas, Texas 75240; and to Mr. Alfred R. Herrera, Herrera Law & Associates, PLLC, 4400 Medical Pkwy., Austin, Texas 78756.

**Section 7.** The meeting at which this resolution was approved was in all things conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

**Section 8.** This resolution shall be effective immediately upon passage.

**PASSED AND APPROVED** this 23rd day of March 2020.

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Misti Talbert, Mayor

ATTEST:

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Christina Marez, City Secretary

  
City ManagerITEM NO. 7.5

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

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**Subject:**

Discussion and possible action to declare two obsolete HACH APA6000 Ammonia/  
Monochloramine Analyzers as surplus and to allow disposal as State Law allows

Requested By: Stephen Sewell, Plant Operator

Submitted By: Stephen Sewell, Plant Operator

Date Submitted: March 16, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments: pictures

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**Summary Statement:**

Two APA 6000 Ammonia/Monochloramine Analyzers were purchased in 2013 and have since been deemed obsolete and discontinued by the manufacturer. Replacement parts are unavailable.

**Recommendation:**

To consider a motion to declare two obsolete HACH APA6000 Ammonia/ Monochloramine Analyzers as surplus and to allow disposal as State Law allows



**ENPAC**  
IBC 2000i w/DRAIN™  
PART NO: 5469-YE-D

MADE IN THE U.S.A.  
NACH  
SERIAL NO. 10000000000000000000

**(NACH) AquaTrend™**

DISPLAY MENU ENTER EXIT

▲ ▼ ◀ ▶

**APA 6000**  
**Ammonia Analyzer**  
LOW RANGE





# APA 6000 Ammonia and Monochloramine Analyzer

OBSOLETE ITEM



Product #: 5500610

OBSOLETE ITEM

This item is no longer available.

## Suggested replacements



[5500 sc Ammonia Monochloramine Analyzer, 1 Channel](#)

USD Price: \$21,687.00

## APA 6000™ Ammonia/Monochloramine Analyzer

Total Chloramination Control. Many water utilities have switched from traditional chlorination to Chloramination in order to lower the risk of disinfection by-products (DBP's) and provide long-lasting residual disinfection with monochloramine. The APA 6000 Ammonia/Monochloramine Analyzer is the first system that affordably monitors all critical Chloramination parameters - free ammonia, total ammonia and monochloramine - and enables you to maintain continuous control of the Chloramination system.

- Total Chloramination Control
- Selectable readout
- Automatic functions
- Corrosion-resistant

### Hazardous Items

Items with this mark may be considered hazardous under some shipping conditions.

If necessary, we will change your selected shipping method to accomodate these items.

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[APA6000 Cleaning Solution, 1L](#)

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City ManagerITEM NO. 7.6

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

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**Subject:**

Discussion and possible action regarding a Resolution by City Council identifying risks, mitigation, and response to the Coronavirus/Covid-19 Pandemic

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 20, 2020

For the Agenda of: March 23, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

The Resolution formalizes the City conditions, impacts and response to the Coronavirus Pandemic, and cites the authority within Chapter 418 of the Government Code to act. The Resolution is consistent with the County's declaration.

**Recommendation:**

To consider a motion to approve the Resolution

**CITY OF LAMPASAS, TEXAS  
DECLARATION OF LOCAL STATE OF DISASTER  
DUE TO PUBLIC HEALTH EMERGENCY**

**WHEREAS**, a novel coronavirus, now designated SARS-CoV2 which causes the disease COVID-19, has been declared a global pandemic by the World Health Organization; and

**WHEREAS**, the symptoms of COVID-19 can range from mild to severe illness and cause further complications including death; and

**WHEREAS**, COVID-19 virus mainly spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

**WHEREAS**, on March 13, 2020, the Governor of the State of Texas issued a proclamation certifying that COVID-19 poses an imminent threat of disaster in the state and declaring a state of disaster for all counties in Texas; and

**WHEREAS**, on March 18, 2020, the Governor of the State of Texas issued an Executive Order taking sweeping action to prevent the spread of the coronavirus; and

**WHEREAS**, Lampasas, Texas, is taking extraordinary measures to prevent the spread of this potentially devastating disease in our community; and

**WHEREAS**, said state of disaster requires that certain emergency protective measures be taken pursuant to the Texas Disaster Act of 1975 relating to Emergency Management and Public Health, pursuant to Chapter 418 of the Texas Government Code.

**NOW THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND CITY COUNCIL OF LAMPASAS, TEXAS:**

**SECTION 1.** That a local state of disaster for public health emergency is hereby declared for LAMPASAS, Texas, pursuant to Section 418.108(a) of the Texas Government Code.

**SECTION 2.** That the state of disaster for public health emergency shall continue through April 3, 2020, unless extended by the City Council.

**SECTION 3.** That pursuant to Section 418.108(c) of the Texas Government Code this declaration of a local state of disaster for public health emergency shall be given prompt and general publicity and shall be filed promptly with the County Clerk.

**SECTION 4.** That pursuant to Section 418.108(d) of the Texas Government Code, this declaration of a local state of disaster activates the City of Lampasas, Texas, emergency management plan, and authorizes the furnishing of aid and assistance under the declaration.

**SECTION 5.** That this declaration authorizes the City to take any actions necessary to promote health and suppress the virus, including the quarantine of persons and occupied structures, examining and regulating hospitals, regulating ingress and egress from the City, regulating ingress and egress to occupied structures, establishment of quarantine stations, emergency hospitals, and other hospitals, and insuring compliance for those who do not comply with the City's rules and directives.

**SECTION 6.** That this declaration hereby limits the size of social gatherings to not more than 10 people, prohibits eating and drinking in restaurants and bars, closes gyms and recreational facilities and ban's nursing home visitation, as further defined and specified in the Governor's Executive Order.

**SECTION 7.** In accordance with Texas Government Code §418.173, a person who knowingly or intentionally violates this declaration commits an offense, punishable by a fine up to \$1,000.00 or confinement in jail for a term that does not exceed 180 days.

**SECTION 8.** That this declaration hereby authorizes the use of all lawfully available enforcement tools.

**SECTION 9.** That this declaration shall take effect immediately from and after its issuance and, upon approval by the City Council, shall continue in effect until terminated. Pursuant to this declaration, additional directives may be issued by the City Council at any time as deemed necessary.

**DECLARED this \_\_\_\_\_ day of March, 2020.**

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

GOVERNMENT CODE

TITLE 4. EXECUTIVE BRANCH

SUBTITLE B. LAW ENFORCEMENT AND PUBLIC PROTECTION

CHAPTER 418. EMERGENCY MANAGEMENT

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 418.001. SHORT TITLE. This chapter may be cited as the Texas Disaster Act of 1975.

Acts 1987, 70th Leg., ch. 147, Sec. 1, eff. Sept. 1, 1987.

Sec. 418.002. PURPOSES. The purposes of this chapter are to:

(1) reduce vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural or man-made catastrophes, riots, or hostile military or paramilitary action;

(2) prepare for prompt and efficient rescue, care, and treatment of persons victimized or threatened by disaster;

(3) provide a setting conducive to the rapid and orderly restoration and rehabilitation of persons and property affected by disasters;

(4) clarify and strengthen the roles of the governor, state agencies, the judicial branch of state government, and local governments in prevention of, preparation for, response to, and recovery from disasters;

(5) authorize and provide for cooperation in disaster mitigation, preparedness, response, and recovery;

(6) authorize and provide for coordination of activities relating to disaster mitigation, preparedness, response, and recovery by agencies and officers of this state, and similar state-local, interstate, federal-state, and foreign

activities in which the state and its political subdivisions may participate;

(7) provide an emergency management system embodying all aspects of predisaster preparedness and postdisaster response;

(8) assist in mitigation of disasters caused or aggravated by inadequate planning for and regulation of public and private facilities and land use;

(9) encourage state agencies, local governments, nongovernmental organizations, private entities, and individuals to adopt the goals of the strategic plan of the Federal Emergency Management Agency for preparing for, responding to, and recovering from a disaster that emphasize cooperation among federal agencies, state agencies, local governments, nongovernmental organizations, private entities, and individuals in each activity or project undertaken to ensure that this state is prepared to effectively respond to and recover from a disaster; and

(10) provide the authority and mechanism to respond to an energy emergency.

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City ManagerITEM NO. 7.7

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

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**Subject:**

Discussion and possible action regarding an Ordinance of the City Council of the City of Lampasas, Texas, postponing the General Election formerly ordered to be held on the 2<sup>nd</sup> day of May, 2020, for the purpose of electing the expired terms of the Council Members Places Three, Four, and Five for the City Council of the City of Lampasas, Texas to the November 3, 2020 Uniform Election Date; Providing a repealing clause; Providing a severability clause; and providing for an effective date.

REQUESTED BY: Christina Marez, City Secretary

SUBMITTED BY: Christina Marez, City Secretary

DATE SUBMITTED: March 20, 2020 FOR THE AGENDA OF: March 23, 2020

**Procurement and Funding Statement:**

Not applicable

Attachments: Ordinance

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**Summary Statement:**

Pursuant to Section 418.016 of the Texas Government Code, on March 18, 2020, the Governor of the State of Texas signed a proclamation suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020 uniform election date to postpone their elections to the November 3, 2020, uniform election date. In addition, pursuant to Election Advisory No. 2020-12, issued by the Texas Secretary of State's Office on or about March 18, 2020, this Order makes the findings that the candidate filings for the General Election for May 2, 2020, for the City of Lampasas, Texas, for the purpose of electing members of the City Council Places Three (3), Four (4) and Five (5) of the City of Lampasas, Texas shall remain valid for the election to be held on November 3, 2020, and that the filing period for candidates will not be re-opened for the election to be held on November 3, 2020.

**Recommendation:**

Motion to approve the first reading of an Ordinance of the City Council of the City of Lampasas, Texas, postponing the General Election to be held on the 2<sup>nd</sup> day of May, 2020, for the purpose of electing the expired terms of the Council Members Places Three, Four, and Five for the City Council of the City of Lampasas, Texas to the November 3, 2020 Uniform Election Date; Providing a repealing clause; Providing a severability clause; and providing for an effective date.

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, POSTPONING THE GENERAL ELECTION FORMERLY ORDERED TO BE HELD ON THE 2<sup>ND</sup> DAY OF MAY, 2020, FOR THE PURPOSE OF ELECTING THE EXPIRED TERMS OF THE COUNCIL MEMBERS PLACES THREE, FOUR, AND FIVE FOR THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS TO THE NOVEMBER 3, 2020 UNIFORM ELECTION DATE; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, that in accordance with the provisions of the law and pursuant to Ordinance No. 1610, a General Election was ordered to held on May 2, 2020, for the purpose of electing Councilmembers Places Three (3), Four (4) and Five (5) of the City Council of the City of Lampasas, Texas; and

**WHEREAS**, pursuant to Section 418.016 of the Texas Government Code, on March 18, 2020, the Governor of the State of Texas signed a proclamation suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020 uniform election date to postpone their elections to the November 3, 2020, uniform election date; and

**WHEREAS**, pursuant to the Governor's proclamation authorizing the City of Lampasas to postpone the May 2, 2020 election date, the City Council does by this Ordinance exercise its authority to postpone the General Election ordered for May 2, 2020, for the purpose of electing Councilmembers Places Three (3), Four (4) and Five (5) of the City of Lampasas, Texas, until the uniform election date on November 3, 2020;

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

**SECTION 1:** That the General Election previously ordered for May 2, 2020, for the City of Lampasas, Texas, for the purpose of electing members of the City Council to the offices of Places Three (3), Four (4) and Five (5) of the City of Lampasas, Texas, is hereby postponed until the uniform election date on November 3, 2020.

**SECTION 2:** Pursuant to Election Advisory No. 2020-12, issued by the Texas Secretary of State's Office on or about March 18, 2020, this Order makes the findings that the candidate filings for the General Election for May 2, 2020, for the City of Lampasas, Texas, for the purpose of electing members of the City Council Places Three (3), Four (4) and Five (5) of the City of Lampasas, Texas shall remain valid for the election to be held on November 3, 2020, and that the filing period for candidates will not be re-opened for the election to be held on November 3, 2020.

**SECTION 3:** That all applications for ballot by mail (ABBM) for voters that are voting by mail due to being over the age of 65 or due to disability will still be valid for the November 3, 2020, election, and that ABBMs for voters who submitted ABBMs based on expected absence from the county *shall not* be valid for the postponed November 3, 2020 election.

**SECTION 4:** That the voter registration deadline for the November 3, 2020 election is October 5, 2020, the deadline to submit an ABBM for that uniform election date is October 23, 2020, and the dates for early voting in that uniform election are October 19, 2020, through October 30, 2020.

**SECTION 5:** That the City Manager is authorized to negotiate and execute an election contract with the County of Lampasas for the purposes of conducting the postponed election on the uniform election date of November 3, 2020.

**SECTION 6:** That should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance, which shall remain in full force and effect.

**SECTION 7:** This Ordinance shall take effect immediately from and after its passage as the law and charter in such cases provide.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.**

Date of 1<sup>st</sup> reading: \_\_\_\_\_

Date of 2<sup>nd</sup> reading: \_\_\_\_\_

**APPROVED:**

**ATTEST:**

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

\_\_\_\_\_  
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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City ManagerITEM NO. 7.8

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

**Subject:**

Discussion and possible action regarding an Emergency Ordinance of the City Council of the City of Lampasas, Texas, temporarily amending Ordinance 1148 which adopted the 2006 City of Lampasas Personnel Policies Manual Section 8.00 Leave Time, Subsection 8.05 Family and Medical Leave by complying with the Emergency Family and Medical Leave Expansion Act and Subsection 8.15 Sick Leave Pool by temporarily suspending the catastrophic purpose for use of the Sick Leave Pool, as well as the contribution of days and membership term requirements, reflecting the Families First Coronavirus Response Act ("Act") which is a Federal Law passed by Congress on March 18, 2020 in response to COVID-19; Repealing conflicting ordinances and/or City policies; including a severability clause; and establishing an immediate effective date

REQUESTED BY: Christina Marez, City Secretary

SUBMITTED BY: Christina Marez, City Secretary

DATE SUBMITTED: March 20, 2020 FOR THE AGENDA OF: March 23, 2020

**Procurement and Funding Statement:**

Not applicable

Attachments: Ordinance

**Summary Statement:**

The City of Lampasas has received information from the State of Texas Governor Abbott that a federal law was passed by Congress on March 18, 2020, in response to COVID-19. The Act creates, among other things, Emergency Family and Medical Leave Expansion Act and the Emergency Paid Sick Leave Act. The law goes into effect on April 2, 2020. This ordinance allows for compliance with the Emergency Family and Medical Leave Expansion Act and would allow a City employee to request sick time through the sick leave pool should they meet the eligibility requirements under the Emergency Paid Leave Act in response to COVID-19, until December 31, 2020.

**Recommendation:**

Motion to approve the first and final reading of an Emergency Ordinance of the City Council of the City of Lampasas, Texas, temporarily amending Ordinance 1148 which adopted the 2006 City of Lampasas Personnel Policies Manual Section 8.00 Leave Time, Subsection 8.05 Family and Medical Leave by complying with the Emergency Family and Medical Leave Expansion Act and Subsection 8.15 Sick Leave Pool by temporarily suspending the catastrophic purpose for use of the Sick Leave Pool, as well as the contribution of days and membership term requirements, reflecting the Families First Coronavirus Response Act ("Act") which is a Federal Law passed by Congress on March 18, 2020 in response to COVID-19; Repealing conflicting ordinances and/or City policies; including a severability clause; and establishing an immediate effective date

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

**AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, TEMPORARILY AMENDING ORDINANCE 1148 WHICH ADOPTED THE 2006 CITY OF LAMPASAS PERSONNEL POLICIES MANUAL SECTION 8.00 LEAVE TIME, SUBSECTION 8.05 FAMILY AND MEDICAL LEAVE BY COMPLYING WITH THE EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT AND SUBSECTION 8.15 SICK LEAVE POOL BY TEMPORARILY SUSPENDING THE CATASTROPHIC PURPOSE FOR USE OF THE SICK LEAVE POOL, AS WELL AS THE CONTRIBUTION OF DAYS AND MEMBERSHIP TERM REQUIREMENTS, REFLECTING THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (“ACT”) WHICH IS A FEDERAL LAW PASSED BY CONGRESS ON MARCH 18, 2020 IN RESPONSE TO COVID-19; REPEALING CONFLICTING ORDINANCES AND/OR CITY POLICIES; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.**

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**WHEREAS**, the City of Lampasas Texas is a Home Rule municipality granted the authority to enact regulations pertaining to health, safety and welfare of the City and its citizens by the State of Texas and, further, to operate pursuant to the provisions set forth in its Home Rule Charter adopted by the voting citizens of the Lampasas community; and

**WHEREAS**, the City Council of the City of Lampasas, Texas, has received information from Texas Governor Abbott that a federal law was passed by Congress on March 18, 2020, in response to COVID-19. The Act creates, among other things, Emergency Family and Medical Leave Expansion Act and the Emergency Paid Sick Leave Act. The law goes into effect on April 2, 2020; and

**WHEREAS**, after careful consideration and evaluation, the City Council has determined that it is in the best interest of the City to approve an emergency temporary amendment to the 2006 City’s Personnel Policies Manual, as detailed below.

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

**Part 1:** The existing 2006 Personnel Policies Manual of the City of Lampasas dated May 2006 Section 8.00 Leave Time, Subsection 8.05 Family and Medical Leave and Subsection 8.15 Sick Leave Pool are temporarily amended as follows:

**8.05 FAMILY AND MEDICAL LEAVE**

Comply with the Emergency Family and Medical Leave Expansion Act, by temporarily amending and expanding the Family and Medical Leave Act until December 31, 2020, to provide paid job-protected leave to both a fulltime and part-time City employee who has been employed for at least 30 calendar days by the City, in response to COVID-19.

**8.15 SICK LEAVE POOL**

Temporarily suspend the purpose for a City employee to use in the event of a catastrophic illness or injury, surgery, or disability, and rather, to temporarily allow a City employee to request paid

sick time through the sick leave pool should they meet the eligibility requirements under the Emergency Paid Sick Leave Act, until December 31, 2020.

**Part 2:** All ordinances, policies, resolutions, or parts of ordinances, policies and resolutions, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

**Part 3:** If any provision of this Ordinance and the Policies adopted herein or application thereof to any person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance and the Policies adopted hereby which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are hereby declared to be severable.

**Part 4:** The Mayor is hereby authorized to sign this Ordinance and the City Secretary to attest.

**Part 5:** The Ordinance shall take effect upon the date of passage noted below in accordance with the City's Charter and the laws of the State of Texas, with a single reading, as authorized by law, due to the State emergency status announced by the Governor of Texas, Greg Abbott.

PASSED AND APPROVED ON THIS FIRST AND FINAL READING ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020, DUE TO AN EMERGENCY.

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

**ATTEST:**

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

Approved in Form by the City Attorney:

Jo-Christy Brown, Esq.

Executed on a Separate Page to be Attached hereto

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