

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, April 27, 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, April 27, 2020 in the City Council Chambers located at 302 E. Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

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

1. Call to order Workshop Session
2. Discussion and updates by Health Care Providers regarding the COVID-19 Pandemic (*pgs. 5-6*)
3. Discussion regarding any item on the regular agenda
4. Adjourn Workshop Session

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

ANNOUNCEMENTS

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

	PUBLIC HEARINGS/CITIZEN COMMENTS	PAGES
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter not included on the Agenda may do so at this time. The City Council may not deliberate on items presented under this Agenda Item.	N/A
1.2	Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time.	N/A
1.3	Public hearing to receive citizen comments regarding the LEDC Business Emergency Grant Program	7-10

	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on April 13, 2020.	11-16

2.2	Discussion and possible action concerning approval of minutes of the Special Session on April 20, 2020.	17-22
3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the Monthly Investment report for March 2020.	23-44
4.0	BOARDS/DEPARTMENT REPORTS	N/A
4.1	<ol style="list-style-type: none"> 1. Golf Course Monthly Report 2. Municipal Court Monthly Report 3. City Secretary Monthly Report 4. Police Department Monthly Report 5. Utility Billing and Collections Monthly Report 6. Public Works Monthly Report for Electric, Streets, Water/Wastewater 7. Building Official Monthly Report 8. Economic Development Monthly Report 9. Fire Department Monthly Report 10. Parks and Recreation Monthly Report 11. Information Systems Monthly Report 12. Library Monthly Report 	45-68
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • Comp Plan • Vision • Brodie Estates • Business Assistance 	69-70
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding the adoption of the LEDC Business Emergency Grant Program by a Resolution of the City of Lampasas City Council.	71-72
7.2	Discussion and possible action regarding the City of Lampasas Emergency Declaration (Stay Home Stay Safe)	73-74

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:

8.0	EXECUTIVE SESSION ITEMS
8.1	Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.
8.2	Section 551.071 (1), Consultation with Attorney by telephone and/or in person concerning matters upon with the attorney has a duty and/or responsibility to report to the governmental body
8.3	Adjourn Executive Session and reconvene Regular Session

REGULAR SESSION

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

Adjourn

I, Becky Sims, Assistant City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 24 day of April 2020 at 11:40A

Becky Sims
 Becky Sims, Assistant City Secretary

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City ManagerITEM NO. Workshop-2

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

Subject:

Discussion and updates by Health Care Providers regarding the COVID-19 Pandemic

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: April 23, 2020

For the Agenda of: April 27, 2020

Procurement and Funding Statement:

Attachments:**Summary Statement:**

Kevin Roberts, Advent Health Central Texas CEO, Dr. James Cain, and Ashley Underwood, Rollins Brook Hospital Administrator, will be in attendance to discuss the current status of testing, crisis modeling and best practices.

Recommendation:

Discussion Only

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City Manager

ITEM NO. 1.3

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

Subject:

Public Hearing to receive citizen comments regarding the LEDC COVID-19 Emergency Grant Program

Requested By: Mandy Walsh, LEDC Director

Submitted By: Mandy Walsh, LEDC Director

Date Submitted: April 23, 2020

For the Agenda of: April 27, 2020

Procurement and Funding Statement:

LEDC FY 2019/2020 Budget Economic Development Programs

Attachments: Emergency Grant Application

Summary Statement:

The LEDC approved the program at their April 15, 2020 meeting. This item was brought before and approved by Council at the Special Session held on April 20, 2020. This is an opportunity for citizen comments regarding the LEDC COVID-19 Emergency Grant Program prior to City Council adopting the program by Resolution during the regular session.

Recommendation:

Discussion Only



COVID-19 Emergency Grant Program Application

1. Applicant Information

Contact Name(s): _____

Name of Business: _____

Business Address: _____

Contact Phone: _____ Email Address: _____

2. Business Information

Average Monthly Revenue: _____ Average Monthly Expenses: _____ OWN RENT

Are you the owner-operator of the business submitting this application? YES NO

Do you sublet or charge booth/vendor space within your business? YES NO

If YES, are you currently collecting these payments? YES NO

Do you rent or lease space/booth in a facility or business providing retail or personal services? YES NO

If YES, are you currently required to submit these payments? YES NO

How would your business intend to use the LEDC Grant Fund: _____

Number of Years in Business: _____ Number of Years at Current Location: _____

Number of Full-Time Employees: _____ Number of Part-Time or Seasonal Employees: _____

3. Commitment

I agree to adhere to the COVID-19 Emergency Grant Program eligibility guidelines as established by the Lampasas Economic Development Corporation.

Signature of Applicant

Date

Please return this application to the Lampasas Economic Development Corporation. Submissions by email are preferred (mandy@cityoflampasas.com), but hard copies will be accepted via the drive-through window at City Hall, 312 E. Third St. Please note that our lobby is currently closed to the public, but if you wish to set up an appointment, please call (512)-556-6831 or email mandy@cityoflampasas.com.

The Lampasas Economic Development Corporation is a Type B Corporation formed under the authority granted in Chapter 505 of the Texas Local Government Code to promote business development. In accordance with Section 552 of the Texas Government Code (Public Information Act), information and documents related to this application may be subject to disclosure.



COVID-19 Emergency Grant Program Application

PURPOSE

The Lampasas Economic Development Corporation (LEDC) is implementing a COVID-19 Emergency Grant Program to provide assistance to local businesses suffering from financial impacts related to the COVID-19 (coronavirus) pandemic pursuant to the authority of the EDC under Sec. 505.103, Texas Local Government Code and the EDC Board's intent to financially assist local businesses during this local disaster.

The purpose of this program is to provide working capital for personnel costs, rent, utilities, business-related expenditures, etc. for existing (brick-and-mortar) small businesses within the city of Lampasas, Texas. The EDC will award grant funding UP TO \$3,000 maximum amount. The application period for this grant will remain open until September 30, 2020; until funding has been exhausted; or until the EDC determines that program goals have been satisfied.

ELIGIBILITY

In order to qualify for funding under this program, the applicant must meet all of the following criteria:

- The business must have a physical location (brick-and-mortar; not solely a home-based business or online sales) located in the corporate city limits of Lampasas. This also includes businesses with sole proprietors that provide retail and/or personal services and rent or lease space within a business location.
- Any funding provided by the LEDC must be used solely for operating expenditures for the business located at the address provided in the application and may not be used for personal or other business needs.
- The need for funds must be a result of the closure or limitation of the business operations due to the COVID-19 pandemic.
- Proof of applicant's ownership of the business, or proof that the owner of such business has approved the application for grant funds, shall be required.
- There is a limit of one grant per applicant.
- The LEDC review committee is the sole and final authority in determining eligibility for funding.

If you have questions, or for assistance with your application, please contact Mandy Walsh at (512)-556-6831 or mandy@cityoflampasas.com.

The Lampasas Economic Development Corporation is a Type B Corporation formed under the authority granted in Chapter 505 of the Texas Local Government Code to promote business development. In accordance with Section 552 of the Texas Government Code (Public Information Act), information and documents related to this application may be subject to disclosure.

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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, April 13, 2020**

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

Council Members present:

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

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Christina Marez, City Secretary
Kristy Acevedo, Network Administrator
Yvonne Moreno, Finance Director
Mandy Walsh, Economic Development Director
Jeffry Smith, Fire Chief
Sammy Bailey, Police Chief
Becky Sims, Zoning Administrator/Asst. City Secretary (arrived at 5:56 p.m.)

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

1. Call to order Workshop Session

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

2. Discussion regarding impact to local businesses due to COVID-19

City Manager deGraffenried provided an COVID-19 update for Texas:

- 133,000 Texans have been tested for COVID-19
- As of noon today, 13,900 confirmed cases
- 287 passed away
- 1,176 in hospitals
- Local number is still the same at 2, but there is a possibility the number may increase
- After the Governor's press conference today, the Governor discussed assistance to the businesses and hinted to steps of reopening economy but would include many disclaimers; the reopening would be slow, strategic and safe not to put anyone at risk

deGraffenried turned discussion over to Council member White in reference to the COVID-19 impact to local businesses.

Council member White explained that he had been thinking of what the City could possibly do to help out the nonessential businesses that were forced to close. He came up with the idea of helping those businesses affected with their utilities, whether it be paying part or all of their utility bill for one month. He would like to help every business owner but this assistance would only be for the nonessential businesses only and no residential.

White continued his discussion with the following:

- He visited with the Finance Director, Yvonne Moreno, about ways the City could pay for this. One way would be that the City has an investment that will come up in August and the interest from it could pay for all of this. This interest money was not earmarked for anything else.
- A lot of businesses are hurting during this time and this incentive is a real small investment that the City could do and give back into the community.
- Although some businesses are eligible for government programs or payroll protection plans, it is not enough for small businesses.
- He spoke on information that had been provided to Council regarding the affected businesses that had been separated into three tiers. He asked that Council provide their input or ideas to discuss further.

Mayor Talbert said that she echoed Council member White's thoughts and idea. She said that this incentive would not only assist these businesses but encourage and incentivize them. One way to provide this incentive could be by looking at each affected business and consider a particular percentage.

Council member Clark had asked City Manager deGraffenried whether he had done an investigation in regards to the legality of being able to do this with public funds. He certainly doesn't want to see any business not be able to reopen due to financial difficulty.

deGraffenried said that he had not done an investigation but this incentive would be similar to the 380 agreements the City has done. It would basically be a credit to their utility account.

Council discussion included:

- Consensus of Council that the program be for a two tier nonessential business list and a percentage of assistance for each tier be considered.
- This assistance is not a grant program but an incentive program to those nonessential businesses affected to help keep them open and still be a value to our community.
- Council members did not want the application to be too strict or with too many stipulations; make it easy to the business applicants.
- This incentive is not a loan; the City is not looking at recouping this money; the City is not the lender; and the City just wants the affected nonessential businesses to reopen.
- Create a City Staff task force to review and come up with the best way to accomplish this and get the best bang for the buck.
- Defined businesses that would be eligible to apply would be those that were affected by the City's Declaration Order to close their business.
- Council asked that City Staff come up with the application process for a two tier business list and also look into the legality of being able to do this.

City Manager deGraffenried said that he would bring back a concept form and procedures for this incentive for Council to review, comment or change at their next meeting.

Council member Clark also asked for him to provide the financial information for this incentive.

3. Discussion regarding any item on the regular agenda

Council member Kuehne expressed that though it's not an item on the agenda, she said that after the topic discussion of helping businesses, she expressed the need to revisit waiving the credit card fees for all utility customers. Even though the drive thru is available, she wanted to do this for those that are wanting to stay home during this time.

Mayor Talbert asked that she make her discussion during the public comments for items not on the agenda.

4. Adjourn Workshop Session

Council member Kuehne moved to adjourn the workshop session at 6:11 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

Mayor Talbert called for a ten-minute break before going into regular session.

REGULAR SESSION 6:00 p.m.
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 6:22 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

- National Public Safety Telecommunications Week (April 12-18, 2020)

Mayor Talbert read out loud the proclamation and proclaimed April 12-18, 2020 as National Public Safety Telecommunications Week.

Mayor Talbert reminded those viewing the live meeting that have any questions or comments, please call 512-556-0332.

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

Council member Kuehne asked that Council reconsider at their next meeting waiving the credit card fees to assist those that would like to pay their utility bills without having to leave their homes during this Stay at

Home Order. Since the City is wanting to help the affected businesses, this would be in line with assisting the residents that are also affected.

Council member Clark also concurred and asked that this waiver item be placed on the next Council meeting agenda for consideration.

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

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on March 23, 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.

2.2	Discussion and possible action concerning approval of minutes of the Special Meeting on April 6, 2020.
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Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Toups and with a vote of six in favor and one abstention (Clark), the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from March 1, 2020 to March 31, 2020
3.2	Discussion and possible action regarding the second 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.
3.3	Discussion and possible action regarding the second 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 nd 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.

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

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

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Avenue C - By today, contractors should be complete, subject to final inspection, of the Avenue C line replacement project.
- Vacancy – City Staff was informed last month that Henry Fiur would be resigning from the Planning and Zoning Commission. Becky Sims, Zoning Administrator, reports that the City does have applications on file for the vacancy that may be considered by Council at a future meeting. Mr. Fiur’s letter of resignation is attached for your review.
- Silver Creek - Frank Ellett, Building Official, reports that Silver Creek 2 Assisted Living has been issued a Temporary Certificate of Occupancy (“TCO”). Mr. Ellett and Ronnie Withers, Fire Marshal, reviewed the facility last week, and provided the contractor with a punch list of requirements to be completed prior to the Certificate of Occupancy (“CO”) being issued. A follow-up inspection has been scheduled for the week of April 13, 2020.
- Avenue E - As previously reported, the Avenue E drainage and paving project is currently being advertised for bid. Bids will be opened on May 2, 2020 and Council will likely consider award at the May 11, 2020 Council meeting. JC Brown, City Attorney, is concurrently finalizing easements for the project, and City Staff proceeds under her recommendation.
- Postponements - Although we have a long way to go, City Staff has started initial thoughts and planning for possible start-up and initiation of several postponed City projects. The COVID-19 Disaster has consumed City Staff and Council’s time and a number of meetings have been postponed to limit potential virus spread. Items that City Staff are contemplating scheduling perhaps in June include CPAC and CIP. City Staff will prepare a 90% CIP Plan for review by the committee prior to a possible June meeting, and joint meeting with Council. City Staff will also begin internal budget work, with a possible initial budget workshop in May. City Staff is also looking at a possible May Audit Committee meeting, with presentation and acceptance by Council in May or early June. All of this is, of course, subject to the conditions at the time.

5.2	MAYOR’S COMMENTS
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Mayor Talbert expressed her gratitude to her fellow Council members for not only attending the meetings, which they don’t always agree on items, but always have the best interest at heart for the City and its citizens.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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7.1	Discussion and possible action to consider granting a six month extension to the Hidden Oaks Preliminary Plat approval.
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Becky Sims, Zoning Administrator/Asst. City Secretary, explained that the Hidden Oaks Preliminary Plat approval will expire in May 2020. The developer is finalizing the final plat and should be ready to submit within the next few weeks. Upon receipt of the Final Plat from the developers, the request will be heard by the Planning and Zoning Commission and City Council. It is in the best interest of the developers and the City to allow for the six-month extension.

Council member Toups moved to approve granting a six-month extension to the Hidden Oaks Preliminary Plat approval. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 6:34 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

AMENDMENT
MINUTES OF SPECIAL MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, April 20, 2020

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

Council Members present:

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

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
 Christina Marez, City Secretary
 Monica Wright, Information Systems Director
 Yvonne Moreno, Finance Director
 Mandy Walsh, Economic Development Director
 Jeffry Smith, Fire Chief
 Sammy Bailey, Police Chief
 Van Berry, Golf Course Manager

SPECIAL SESSION
5:30 p.m.

1. Call to order Special Session

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

2. Discussion and possible action regarding the approval of the LEDC Business Emergency Grant Program.

Mandy Walsh, Economic Development Director, explained that the LEDC Board met on April 15, 2020 and approved the Business Emergency Grant Program. The Program is intended to assist businesses impacted by the COVID-19 crisis through small grants, up to a maximum of \$3,000.00 per applicant. The purpose of this grant program is to provide working capital for personnel costs, rent, utilities, and other business-related expenditures for existing (brick-and-mortar) small businesses within the City of Lampasas during COVID-19. The specific criteria, review and awards will be determined by a committee of (2) City Staff members, she and City Manager deGraffenried; and (3) EDC Board members, Board President Charlie Pratus, T.J. Monroe and Misti Talbert. The application period for this grant will remain open until September 30, 2020; until funding

has been exhausted; or until the LEDC determines that the program goals have been satisfied. Essentially, this program is to help retain local businesses.

Council member Toups moved to recommend approval of the LEDC Emergency Grant Program. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

3. Discussion and possible action in regards to the City of Lampasas Utility Assistance Program for businesses affected by COVID-19 related restrictions or closures.

City Manager deGraffenried explained that based on Council input and direction on April 13, 2020, City Staff has prepared the attached draft application and internal award criteria. The City Attorney, Jo-Christy Brown, reviewed the program concept and implementation and provided her opinion that the City has the authority to extend this type of assistance.

deGraffenried reviewed the following:

- This program has a maximum potential financial impact of \$72,000.00.
- It is a compelling program and Council could do a budget amendment for fund balance to cover this impact.
- The concept of this program is to assist the nonessential businesses that had to close due to the Declaration Order related to COVID-19.
- This program has been set up for grouping the businesses into two tiers.

Robert McCauley, citizen, called in on the phone line provided to citizens to provide comments. He expressed that the City should find a way to help all citizens, not just businesses. He asked whether the businesses were the only important people in town.

Council's responses to McCauley's questions included:

- The City would love to be able to help everyone but the City does not have the funding.
- No one is less deserving but funding is just not available.
- The City has waived all utility late fees; no door tag fees or disconnects will be done; and utility payment arrangements can be made with the Utility Department.
- The original interest or spirit behind this program by Council member White was for those businesses that were impacted by the City's Order that required them to close their business.
- Technically, this program falls under the 380 program on a state level that allows funding monies for services of the municipalities to support local economic development and stimulate commercial and business activity.
- Consensus of Council was that they wanted businesses to be successful and in hopes to retain them in the community, providing them one month's utility assistance is the least they could do when these businesses were made to close.

Mayor Pro Tem Monroe moved to approve the Utility Assistance Program as presented for a two tier program of 100 percent assistance for tier one and 75 percent assistance for tier two for services including water, wastewater, garbage and electric and to authorize City Staff to make modifications and implement. The motion was seconded by Council member Williamson.

There was discussion on ensuring this program was for a two tier business list and not for three tiers. The business lists were for those that were made to close due to the City's Declaration Order. This list did not include businesses that were not required to close but chose to.

Council member Kuehne expressed that some businesses did stay open and are not on the list but still lost business and revenue because of the Stay at Home Order. She felt that they should not have been excluded.

The outcome was that this program was for the nonessential businesses that were forced to close.

Mayor Talbert called for a vote on the motion made by Mayor Pro Tem Monroe and seconded by Council member Williamson. With a unanimous vote, the motion carried.

4. Discussion and possible action regarding waiver of third party credit card fees and on-line processing fees.

City Manager deGraffenried explained that this item was placed on the agenda at the request of Council Members Kuehne and Clark. The waiver was discussed at the April 6, 2020 Special meeting. He included the memo dated April 3, 2020 as reference to this item.

Council member Kuehne moved to approve waiving all credit card fees during the duration of the Stay at Home Order. The motion was seconded by Council member Clark.

Council member Toups asked why this item is before Council again when it has already been discussed and voted on.

Council member Kuehne expressed that since the City is helping businesses, the City can afford the \$5,600.00 of waiving the credit card fees to help the residents that don't want to leave their house and want to pay by credit card. It's not a fair shake when Council is only considering helping businesses.

Council member Toups said that the City should not have to lose revenue for someone's choice of paying by credit card when the City has the drive thru available for them to pay their bill by check or cash, they can mail their payment or have the bill drafted from their bank account. It is just a small percentage of customers that pay by credit card. If the City had no other options available to the customer of how to pay their bill, then she would understand waiving the fees. This is not the case and is a choice made by the customer.

Yvonne Moreno, Finance Director, explained the following:

- She reviewed the merchant fee costs to the City
- The percentage of customers that pay with a credit card or online is very low (approximate average is 18% of customers)
- Bottom line, the City would be losing revenue
- The City is already waiving late fees and not doing disconnects
- The drive thru is open, drop box is available, option of having their payment drafted or the payments can be mailed

Mayor Talbert called for a vote on the motion made by Council member Kuehne and seconded by Council member Clark to waive all credit card fees during the duration of the Stay at Home Order. With a vote of three in favor and four opposed (White, Williamson, Toups and Talbert), the motion failed.

5. Discussion and possible action regarding Golf Course closure due to COVID-19.

City Manager deGraffenried explained that this item was placed on the agenda at the Mayor's request in light of the guidance provided by the Attorney General regarding the Golf Course. Council voted the closure of the

City's Golf Course at the April 6, 2020 Special Meeting. He referred discussion over to Van Berry, Golf Course Manager.

Van Berry, Golf Course Manager, explained that he has had several inquiries of the Golf Course after the Attorney General's opinion was released. He said that some golf courses such as San Saba and Burnet are open to members only with restrictions.

Berry explained that he has given it much thought and it can be done with some restrictions. He reviewed the following:

- If approved by Council to open the Golf Course, restrictions will need to be made.
- The course would be open 7:30 a.m. to 7:30 p.m. No one would be allowed before or after those times.
- You must have a tee time scheduled. He will schedule them at least 12 minutes apart, or longer if necessary, to meet social distancing. The last tee time would be at 3:00 p.m.
- No walk-ins will be welcome.
- Golfers cannot remove or handle the flag sticks.
- Rakes will be removed from the bunkers.
- Ball washers will be covered.
- Water fountains will not be available for use.
- All carts will be sanitized after each use.
- All restrooms on the Golf Course will remain locked. Restrooms inside the Pro Shop will be available using the side door and not through the Pro Shop.
- Only two people will be allowed in the Pro Shop at one time

Berry said that the golf course looks really good and would like to give it a go. He would like to open it either Wednesday or Thursday, since he still has a few things still to do, but to members only through Sunday. It would give him an opportunity to see how well it's working and if any additional changes are necessary. The course would be open to the public starting Monday.

Council member Clark moved to approve reopening the Golf Course as per Van Berry, Golf Course Manager, recommendation and restrictions. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

6. Discussion and possible action regarding engagement of Local Government Services for Pole Attachment Negotiation and Agreement Services.

City Manager deGraffenried explained that as the City continues to work with Internet Service Providers, the need has arisen for the negotiation, pricing, and development of specific pole attachment agreements. Local Government Services has provided these services to the City, and have successfully negotiated new agreements with AT&T and Suddenlink in conjunction with our legal counsel. Georgia Crump, with Lloyd Gosslink law firm, has recommended the same approach regarding potential new attachments. The City is also utilizing Schneider Engineering to assess City assets and review specifications and plans.

Mayor Pro Tem Monroe moved to approve the agreement with Local Government Services for Pole Attachment Negotiation and Agreement Services. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7. Discuss and consider modification to City of Lampasas Disaster Declaration based on Governor Abbott's Executive Order, GA-16

Mayor Talbert explained the reason she placed this item on the agenda. Because of changing guidelines and business openings by Governor Abbott, the City did not want to be in a position of constantly meeting and de-conflict with the City's local Order compared to State directives. Local businesses must still follow the guidelines and restrictions in Governor Abbott's Executive Orders. Council does maintain the authority to implement and revise future Orders in the event the Governor provides local latitude to loosen restrictions.

Council member Clark moved to rescind the City of Lampasas Stay Home/Stay Safe Disaster Declaration effective midnight and follow Governor Abbott's Executive Orders. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

8. Adjourn into Executive Session

Mayor Pro Tem Monroe moved to adjourn into executive session at 6:23 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

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:

- 9. Section 551.071 (1), Consultation with Attorney by telephone and/or in person concerning Amendment to the Wholesale Water Contract who has a duty and/or responsibility to report to the governmental body

10. Adjourn into Special Session

Executive session was adjourned at 6:36 p.m. and special session was immediately reconvened.

SPECIAL SESSION

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

Mayor Pro Tem Monroe moved to approve amendment to the 2006 Wholesale Water Contract between the City of Lampasas and Kempner Water Supply Corporation and authorize the Mayor to execute the related documents. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

12. Adjourn Special Session

Mayor Pro Tem Monroe moved to adjourn the meeting at 6:38 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

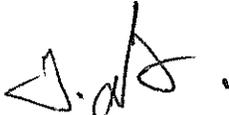
PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

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City ManagerITEM NO. 3.1

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

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

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

Date Submitted: April 21, 2020 For the Agenda of: April 27, 2020

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

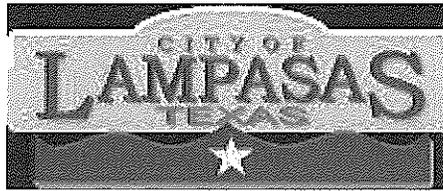
Summary Statement:

The weighted average maturity of City investments is 46 days.

The City's yield to maturity is 1.367

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$2,512,623.98	15.35%
TexStar	\$1,625,588.09	9.93%
Bancorp South	\$3,319,801.01	20.29%
Money Market	\$3,876,448.09	23.69%
Frost Bank	\$ 8,282.36	0.05%
Municipal Bonds (Safekeeping)	\$5,022,718.47	30.69%

commendation: Motion to approve by consent.



**Monthly Investment Report
March 31, 2020**

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

Whatever It Takes - Shut It Down

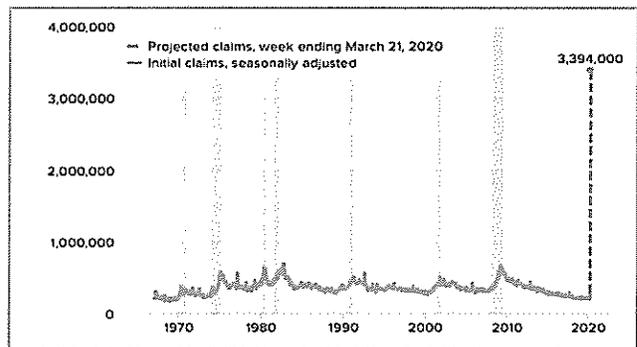
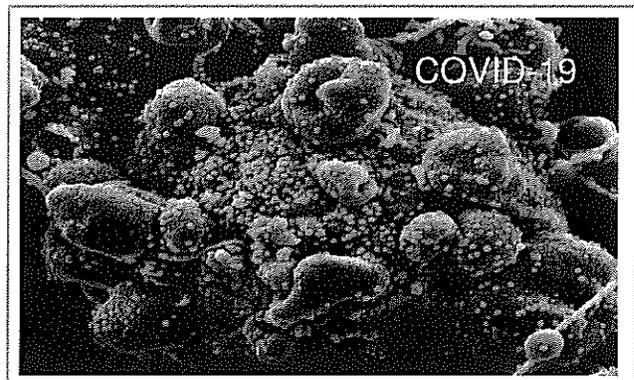
Events and economic numbers continue to change day by day in response to the impact of the corona virus 19 and will continue to do so, but we can summarize what has happened this month:

- The COVID-19 has spread rapidly and continues to spread globally
- Markets have moved to a *risk-on* position globally (go to safety)
- Corporate credit spreads widen as faith in companies falters
- Oil falls as main players refuse to play well in the sand box
- The USD appreciates 4.1%+ as investors run to safety
- China slows and supply chains grind slower
- The Federal Reserve opens the liquidity floodgates
- Congress passes a \$1T assistance bill

First and foremost this is a human tragedy. It presents a double edged sword. We must shut-down the economy to save lives but we have to get people support and ultimately get them back to work. The jobless claims for March exploded to 3.28 million, which was expected as entire sectors of the economy shut-down. The numbers could be greater if system overload prohibited everyone from signing up.

The longer the shut-down the more drastic the result as temporary layoffs evolve into permanent closures. Congress finally acted, after tiresome political bickering, which wasted precious days.

We now have an assistance \$1T bill to aid taxpayers, small business, the healthcare system, and corporations (which represents a 60% trickle-down to suppliers and workers). It is a worthwhile patch amounting to about 10% of GDP and because it adds the liquidity needed for people and business and builds faith in a recovery. It almost replaces the \$900 million estimated to be lost by the shutdown. It is part of an entire effort to fight this insidious malady.



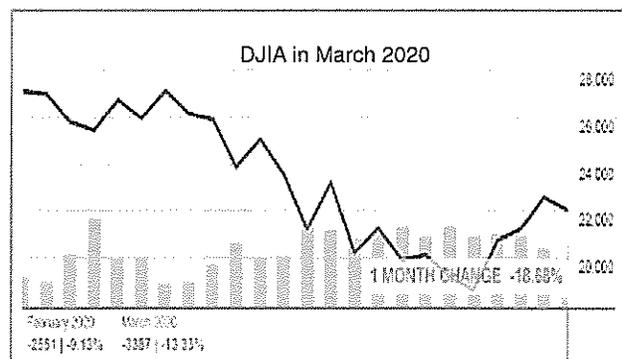
Fed Versus the Virus - Round One

The Federal Reserve has taken a *'whatever it takes'* posture in the fight. In an unexpected emergency rate cut mid-month, the Fed cut overnight rates by 0.50% followed quickly by a full 1.0% cut. We sit now at 0.25% in overnight rates. All of the Fed moves are designed to provide economic fuel. The fuel in this case is liquidity.

Natural personal and economic fear has manifested itself from the hoarding of TP in stores to a panic selling out of any securities anticipated to be felled by the slowdown. Nothing panics people or markets more than not being able to get to their money i.e., liquidity risk. As a result, true *blue chip* companies were desperate to retain open lines of short-term liquidity. That is why CP rates sky-rocketed. Not because of risk in the companies themselves, but the companies' willingness to pay anything for short-term liquidity to pay people and keep lines running. It was not a phenomenon to fear but to take advantage of.

The Fed has, as some have put it, opened its lending through QE "to infinity and beyond" (as Buzz Lightyear said). It has literally set no limit for this program. These are not loans but facilities to provide liquidity as fear closes. Treasury has echoed the move.

The Fed has multiple funding facilities which it is fueling in order not to have to set up a whole new structure – and because these work. It is putting credit into the system. Their money market funding facilities (MMLF) is a key program because it funds the markets. The borrowers are banks, major dealers, and US branches of foreign banks. The funds can then be moved further down to consumers and business. As time passes and the virus continues, prepare to see more. It should also bring rates into some normalcy.

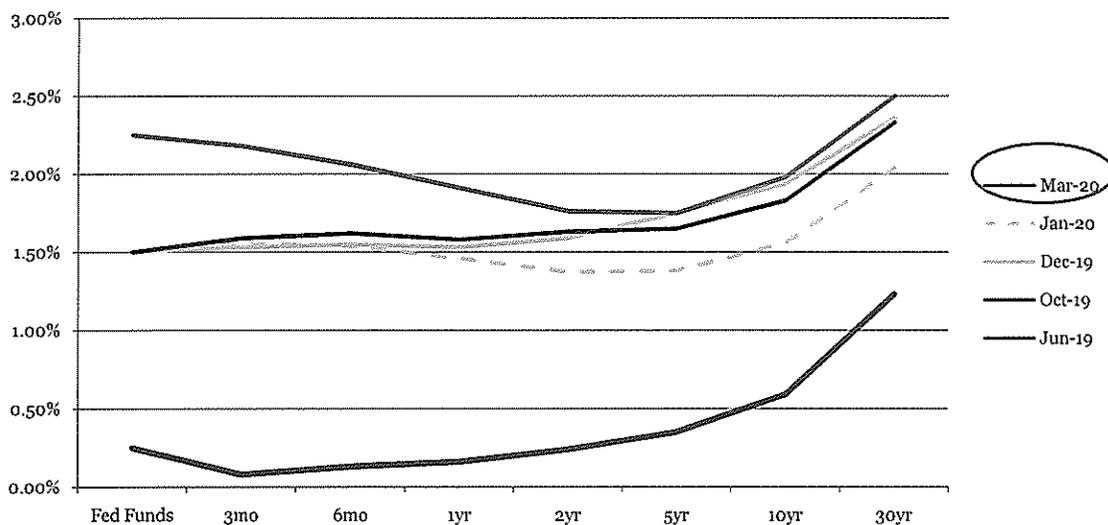


The volatility this past month in all markets – and especially the stock markets – has been extreme and does tend to portend a doomsday scenario, but it is well to remember some of the underlying causes for such extreme action. Much of the daily trading is now controlled by algorithms and these calculate buy and sell levels based on the 'channels' created by the price action. As that action widens the channels, the swings get or stay in wide channels kicking in buys and sells not based on human views but on math. In addition, as some securities have been downgraded, funds – with investment policies like yours – have to act to sell. Of course there is one more very human trait driving the volatility. To take advantage of the swings, active traders naturally buy low and sell high, making money on the swings. This is not a time to get into the action. Hang on, buy value and we will get through it.



This is more than anyone expected

- To say this month's moves are dramatic is to state the obvious. The fear in the markets has caused Treasury and agency rates to plummet.
- Fear increases the demand for safe havens and the safest are the U.S. Treasury and the USD dollar, both of which have risen markedly from US and international investors. The action drives the price up and therefore the rates go down.
- One area slow to move has been the tax-free municipal bonds, so local governments bonds look very attractive.
- We have discussed above why the CP markets also soared in rates this month: need for short-term liquidity for the companies. As soon as the Fed's spigots opened on credit facilities, the rates immediately began to fall and very well known names (Ford, Toyota, Coca Cola, etc.) have already left the CP market.
- Expect rates to stay low for at least the next several months as the globe fights – and destroys – this virus. The GDP has continued to increase, showing a strong underlying economy that will bring rates back up again, whether in a U or V recovery we will see.

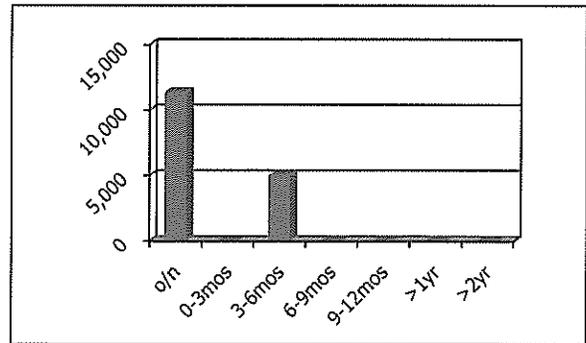
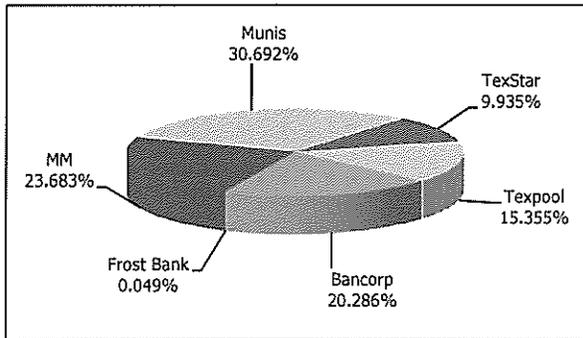


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

Your Portfolio

As of March 31, 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 expectation of lower rates from the beginning of the year and the need to use the front end of the curve to sustain any viable rates of the portfolio. The March rate cuts and the corona virus have pushed Treasury rates to extremes as investors race for safety. Extending in the short end is the only harbor and may lock in rates until some normalcy returns.
- The non-cash portion of your portfolio is yielding 2.801%.





City of Lampasas, Texas
 Portfolio Management
 Portfolio Summary
 March 31, 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.
Municipal Bonds Actual	5,000,000.00	5,056,400.00	5,022,718.47	30.69	157	148	2.801
Bancorp South	3,319,801.01	3,319,801.01	3,319,801.01	20.29	1	1	0.325
Texpool/Texpool Prime	2,512,623.98	2,512,623.98	2,512,623.98	15.35	1	1	1.101
TexStar	1,625,588.09	1,625,588.09	1,625,588.09	9.93	1	1	0.957
Frost Bank	8,282.36	8,282.36	8,282.36	0.05	1	1	0.000
Money Market	3,876,448.09	3,876,448.09	3,876,448.09	23.69	1	1	0.750
Investments	16,342,743.53	16,399,143.53	16,365,462.00	100.00%	49	46	1.367
Cash and Accrued Interest							
Accrued Interest at Purchase		109,836.07	109,836.07				
Subtotal		109,836.07	109,836.07				
Total Cash and Investments	16,342,743.53	16,508,979.60	16,475,298.07		49	46	1.367

Total Earnings	March 31	Month Ending	Fiscal Year To Date
Current Year		11,187.26	76,650.92

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 03/01/2020-03/31/2020
 Data Updated: SET_LAMP: 04/20/2020 15:35
 Run Date: 04/20/2020 - 15:35

Portfolio LAMP
 AP
 PM (PRF_PM3) 7.3.0
 Report Ver. 7.3.6.1



City of Lampasas, Texas
Summary by Type
March 31, 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
Fund: Cash						
Bancorp South	3	2,350,677.81	2,350,677.81	14.36	0.319	1
Money Market	5	3,876,448.09	3,876,448.09	23.69	0.750	1
Texpool/Texpool Prime	1	1,775,898.82	1,775,898.82	10.85	1.003	1
Municipal Bonds Actual	1	3,000,000.00	3,013,631.08	18.41	2.801	148
Subtotal	10	11,003,024.72	11,019,655.80	67.31	1.280	41
Fund: Cert. of Obligation 2018						
Texpool/Texpool Prime	1	736,725.16	736,725.16	4.50	1.335	1
Subtotal	1	736,725.16	736,725.16	4.50	1.335	1
Fund: Electric						
Bancorp South	1	361,097.44	361,097.44	2.21	0.319	1
Frost Bank	1	8,282.36	8,282.36	0.05	0.000	1
TexStar	1	1,625,588.09	1,625,588.09	9.93	0.957	1
Municipal Bonds Actual	1	2,000,000.00	2,009,087.39	12.28	2.801	148
Subtotal	4	3,994,967.89	4,004,052.28	24.47	1.823	75
Fund: LEDC						
Bancorp South	2	333,427.67	333,427.67	2.04	0.319	1
Subtotal	2	333,427.67	333,427.67	2.04	0.319	1
Fund: Seizures						
Bancorp South	2	16,897.36	16,897.36	0.10	0.319	1
Subtotal	2	16,897.36	16,897.36	0.10	0.319	1
Fund: Trust						
Bancorp South	2	72,902.41	72,902.41	0.45	0.569	1
Subtotal	2	72,902.41	72,902.41	0.45	0.569	1
Fund: Water						
Bancorp South	1	184,798.32	184,798.32	1.13	0.319	1

City of Lampasas, Texas
 Summary by Type
 March 31, 2020
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Subtotal	1	184,798.32	184,798.32	1.13	0.319	1
Total and Average	22	18,342,743.53	18,385,482.00	100.00	1.387	48



City of Lampasas, Texas
 Fund CASH - Cash
 Investments by Fund
 March 31, 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 Date	Days To Maturity
Municipal Bonds Actual											
882724PY7	10057	State of Texas Tax	03/23/2020	3,013,631.08	3,000,000.00	3,033,840.00	4.000	2.801	2.801	09/27/2020	148
Subtotal and Average				3,013,631.08	3,000,000.00	3,033,840.00		2.801	2.801		148
Bancorp South											
0474	10004	Bancorp South	09/01/2014	2,326,254.66	2,326,254.66	2,326,254.66	0.319	0.314	0.319		1
3213	10006	Bancorp South	09/01/2014	357.86	357.86	357.86	0.319	0.314	0.319		1
4187	10007	Bancorp South	09/01/2014	24,065.29	24,065.29	24,065.29	0.319	0.314	0.319		1
Subtotal and Average				2,350,677.81	2,350,677.81	2,350,677.81		0.316	0.319		1
Texpool/Texpool Prime											
14103	10000	Texpool	09/01/2014	1,775,898.82	1,775,898.82	1,775,898.82	1.003	0.999	1.003		1
Subtotal and Average				1,775,898.82	1,775,898.82	1,775,898.82		0.999	1.003		1
Money Market											
5001632	10023	Austin Capital Bank MM	01/29/2015	248,157.12	248,157.12	248,157.12	0.750	0.739	0.750		1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	3,142,523.65	3,142,523.65	3,142,523.65	0.750	0.739	0.750		1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	485,765.32	485,765.32	485,765.32	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
Subtotal and Average				3,876,448.09	3,876,448.09	3,876,448.09		0.740	0.750		1
Total Investments and Average				11,016,855.80	11,003,024.72	11,038,864.72		1.253	1.280		41

Fund CERTS16 - Cert. of Obligation 2016
Investments by Fund
March 31, 2020

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 385	Maturity Days To Date Maturity
Texpool/Texpool Prime										
14103A	10041	Texpool Prime	11/08/2016	736,725.16	736,725.16	736,725.16	1.335	1.317	1.335	1
Subtotal and Average				736,725.16	736,725.16	736,725.16		1.317	1.335	1
Total Investments and Average				736,725.16	736,725.16	736,725.16		1.317	1.335	1

**Fund ELEC - Electric
Investments by Fund
March 31, 2020**

Page 3

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Municipal Bonds Actual											
882724PY7	10056	State of Texas Tax	03/23/2020	2,009,087.39	2,000,000.00	2,022,560.00	4.000	2.801	2.801	08/27/2020	148
Subtotal and Average				2,009,087.39	2,000,000.00	2,022,560.00		2.801	2.801		148
Bancorp South											
0672	10005	Bancorp South	09/01/2014	361,097.44	361,097.44	361,097.44	0.319	0.314	0.319		1
Subtotal and Average				361,097.44	361,097.44	361,097.44		0.315	0.310		1
TexStar											
17390	10001	TexStar	09/01/2014	1,625,588.09	1,625,588.09	1,625,588.09	0.957	0.943	0.957		1
Subtotal and Average				1,625,588.09	1,625,588.09	1,625,588.09		0.944	0.957		1
Frost Bank											
1732110	10022	Frost Bank Public Checking	01/20/2015	8,282.36	8,282.36	8,282.36					1
Subtotal and Average				8,282.36	8,282.36	8,282.36		0.000	0.000		1
Total Investments and Average				4,004,055.28	3,994,987.89	4,017,527.89		1.817	1.823		74

Run Date: 04/20/2020 - 15:43

Portfolio LAMP
AP
FI (PRG_FI) 7.1.1
Report Ver, 7.3.6.1

**Fund LEDC - LEDC
Investments by Fund
March 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
1092	10002	Bancorp South	09/01/2014	309,048.17	309,048.17	309,048.17	0.319	0.314	0.319	1
2363	10003	Bancorp South	09/01/2014	24,379.50	24,379.50	24,379.50	0.319	0.314	0.319	1
Subtotal and Average				333,427.67	333,427.67	333,427.67	0.315	0.319	0.319	1
Total Investments and Average				333,427.67	333,427.67	333,427.67	0.315	0.319	0.319	1

**Fund SEIZ - Seizures
Investments by Fund
March 31, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Per Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0763	10008	Bancorp South	09/01/2014	16,863.82	16,863.82	16,863.82	0.319	0.314	0.319	1
1999	10009	Bancorp South	09/01/2014	33.54	33.54	33.54				1
Subtotal and Average				16,897.36	16,897.36	16,897.36		0.314	0.319	1
Total Investments and Average				16,897.36	16,897.36	16,897.36		0.314	0.319	1

Fund TRUST - Trust
Investments by Fund
March 31, 2020

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 385	Maturity Days To Date Maturity
Bancorp South										
6349	10010	Bancorp South	09/01/2014	43,203.23	43,203.23	43,203.23	0.569	0.561	0.569	1
6348	10011	Bancorp South	09/01/2014	29,699.18	29,699.18	29,699.18	0.569	0.561	0.569	1
Subtotal and Average				72,902.41	72,902.41	72,902.41	0.581	0.589		1
Total Investments and Average				72,902.41	72,902.41	72,902.41	0.581	0.589		1

Fund WATER - Water
Investments by Fund
March 31, 2020

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 395	Maturity Days To Date Maturity
Bancorp South										
1639	10012	Bancorp South	09/01/2014	184,798.32	184,798.32	184,798.32	0.319	0.314	0.319	1
Subtotal and Average				184,798.32	184,798.32	184,798.32	0.315	0.319		1
Total Investments and Average				184,798.32	184,798.32	184,798.32	0.315	0.319		1

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

City of Lampasas, Texas
Cash Reconciliation Report
 For the Period March 1, 2020 - March 31, 2020
 Grouped by Fund

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

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Per Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash	
Cash												
03/23/2020	10057	CASH	Purchase	882724PY7	3,000,000.00	TXTAX 3.0M 4.00% Mat. 08/27/2020	08/27/2020	-3,014,460.00	-65,901.64	0.00	-3,080,361.64	
								Subtotal	-3,014,460.00	-65,901.64	0.00	-3,080,361.64
Electric												
03/23/2020	10056	ELEC	Purchase	882724PY7	2,000,000.00	TXTAX 2.0M 4.00% Mat. 08/27/2020	08/27/2020	-2,009,640.00	-43,934.43	0.00	-2,053,574.43	
								Subtotal	-2,009,640.00	-43,934.43	0.00	-2,053,574.43
								Total	-5,024,100.00	-109,836.07	0.00	-5,133,936.07

Run Date: 04/20/2020 - 15:46

Portfolio LAMP
 AP
 AC (PRF_AC) 7.2.0
 Report Ver. 7.3.6.1



**City of Lampasas, Texas
Purchases Report
Sorted by Fund - Fund
March 1, 2020 - March 31, 2020**

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

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
Cash													
882724PY7	10057	CASH	NCB	TXTAX	3,000,000.00	03/23/2020	08/27 - At Maturity	3,014,460.00	65,901.64	4.000	08/27/2020	2.801	3,013,631.08
				Subtotal	3,000,000.00			3,014,460.00	65,901.64				3,013,631.08
Electric													
882724PY7	10056	ELEC	NCB	TXTAX	2,000,000.00	03/23/2020	08/27 - At Maturity	2,009,640.00	43,934.43	4.000	08/27/2020	2.801	2,009,087.39
				Subtotal	2,000,000.00			2,009,640.00	43,934.43				2,009,087.39
		Total Purchases			5,000,000.00			5,024,100.00	109,836.07				5,022,718.47



**City of Lampasas, Texas
Interest Earnings
Sorted by Fund - Fund
March 1, 2020 - March 31, 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
Fund: Cash												
14103	10000	CASH	RR2	1,775,898.82	1,774,386.73	1,774,435.51		1.003	1.003	1,512.09	0.00	1,512.09
5001632	10023	CASH	RR5	248,157.12	249,868.49	249,090.00		0.750	0.743	157.12	0.00	157.12
XXXX561	10029	CASH	RR5	485,765.32	485,456.00	485,465.98		0.750	0.750	309.32	0.00	309.32
XXXX579	10026	CASH	RR5	3,142,523.65	3,140,522.60	3,140,587.15		0.750	0.750	2,001.05	0.00	2,001.05
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	2,326,254.66	5,526,567.38	5,423,331.49		0.319	0.264	1,217.78	0.00	1,217.78
3213	10006	CASH	RRP	357.86	357.76	357.76		0.319	0.329	0.10	0.00	0.10
4187	10007	CASH	RRP	24,065.29	22,985.73	24,325.07		0.319	0.280	5.79	0.00	5.79
882724PY7	10057	CASH	NCB	3,000,000.00	0.00	875,032.11	08/27/2020	4.000	2.855	2,950.82	-828.92	2,121.90
			Subtotal	11,003,024.72	11,200,148.89	11,872,627.00			0.720	6,164.07	-828.92	7,325.15
Fund: Cert. of Obligation 2016												
14103A	10041	CERTS16	RR2	736,725.16	751,751.24	747,681.85		1.335	1.337	848.92	0.00	848.92
			Subtotal	736,725.16	751,751.24	747,681.85			1.337	848.92	0.00	848.92
Fund: Electric												
17390	10001	ELEC	RR3	1,625,588.09	1,624,267.96	1,624,310.54		0.957	0.957	1,320.13	0.00	1,320.13
1732110	10022	ELEC	RR4	8,282.36	2,042,218.43	2,082,942.54				0.00	0.00	0.00
0672	10005	ELEC	RRP	361,097.44	358,025.18	359,649.29		0.319	0.318	97.26	0.00	97.26
882724PY7	10056	ELEC	NCB	2,000,000.00	0.00	583,354.74	08/27/2020	4.000	2.855	1,967.21	-552.61	1,414.60
			Subtotal	3,994,967.89	4,024,511.57	4,850,257.11			0.717	3,384.80	-552.61	2,831.99
Fund: LEDC												
1092	10002	LEDC	RRP	309,048.17	387,417.07	314,564.56		0.319	0.318	85.07	0.00	85.07
2363	10003	LEDC	RRP	24,379.50	24,372.91	24,373.12		0.319	0.318	6.59	0.00	6.59
			Subtotal	333,427.67	411,789.98	338,937.68			0.318	91.66	0.00	91.66
Fund: Seizures												
1999	10009	SEIZ	RRP	33.54	33.54	33.54				0.00	0.00	0.00
0763	10008	SEIZ	RRP	16,863.82	17,238.16	17,048.03		0.319	0.318	4.61	0.00	4.61

City of Lampasas, Texas
Interest Earnings
March 1, 2020 - March 31, 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
Subtotal				16,887.36	17,271.70	17,021.57			0.318	4.81	0.00	4.81
Fund: Trust												
6348	10011	TRUST	RRP	29,699.18	29,684.87	29,685.33		0.569	0.568	14.31	0.00	14.31
6349	10010	TRUST	RRP	43,203.23	43,182.41	43,183.08		0.569	0.568	20.82	0.00	20.82
Subtotal				72,902.41	72,867.28	72,868.41			0.568	35.13	0.00	35.13
Fund: Water												
1639	10012	WATER	RRP	184,798.32	183,423.52	184,140.45		0.319	0.318	49.80	0.00	49.80
Subtotal				184,798.32	183,423.52	184,140.45			0.318	49.80	0.00	49.80
Total				16,342,743.53	16,861,781.98	17,983,594.13			0.732	12,688.79	-1,381.63	11,187.28



**City of Lampasas, Texas
Amortization Schedule
March 1, 2020 - March 31, 2020
Sorted By Fund - Fund**

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

Investment #	Maturity Date	Beginning Par Value				Amounts Amortized				
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	As of 03/31/2020	Amount Amortized This Period	Amt Amortized Through 03/31/2020	Amount Unamortized Through 03/31/2020
Cash										
10057	CASH	08/27/2020	3,000,000.00 4.000	3,014,460.00	14,460.00	3,013,631.08	0.00 14,460.00	-828.92	-828.92	13,631.08
			Subtotal	3,014,460.00	14,460.00	3,013,631.08	0.00 14,460.00	-828.92	-828.92	13,631.08
Electric										
10056	ELEC	08/27/2020	2,000,000.00 4.000	2,009,640.00	9,640.00	2,009,087.39	0.00 9,640.00	-552.61	-552.61	9,087.39
			Subtotal	2,009,640.00	9,640.00	2,009,087.39	0.00 9,640.00	-552.61	-552.61	9,087.39
			Total	5,024,100.00	24,100.00	5,022,718.47	0.00 24,100.00	-1,381.53	-1,381.53	22,718.47



City of Lampasas, Texas
Projected Cashflow Report
Sorted by Monthly
For the Period April 1, 2020 - October 31, 2020

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

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
August 2020										
08/27/2020	10056	ELEC	882724PY7	Maturity	State of Texas Tax	2,000,000.00	2,009,640.00	2,000,000.00	78,251.37	2,078,251.37
09/27/2020	10057	CASH	882724PY7	Maturity	State of Texas Tax	3,000,000.00	3,014,460.00	3,000,000.00	117,377.05	3,117,377.05
Total for August 2020						5,000,000.00	5,024,100.00	5,000,000.00	195,628.42	5,195,628.42
GRAND TOTALS:						5,000,000.00	5,024,100.00	5,000,000.00	195,628.42	5,195,628.42

Memo



Municipal Court

To: Finley deGraffenried, City Manager, Honorable Mayor and City Council
 From: Lewann Turner, Court Clerk I
 Date: Friday, April 24, 2020
 Re: Monthly Report March 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	239
Convictions	94
Compliance Dismissals	51
Hrs. Community Service Completed	348
Total Dollar Amount CS	\$4,341.60
Waived for Indigency	\$1,172.00
Total Collected	\$34,059.98
Total kept by City	\$23,428.84

CITY SECRETARY DEPARTMENT/ MARCH 2020 MONTHLY REPORT

Brief Monthly Overview of Department Employees:

Christina Marez, City Secretary/HR

- Post Board and Committee meetings' agendas
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks
- Attended and took minutes of March 9 & March 23 regular Council meetings.
- Presented Council on March 23 an ordinance to postpone the May 2, 2020 General Election to November 3 due to Covid-19
- Processed (7) Open Records Requests; does not include those that Becky or Vicki may have responded to
- Completed the required Cyber security training
- 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
- Post Board and Committee meetings' agendas
- 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 March 9 regular Council
- Completed the required Cyber security training
- 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

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 Parks & Recreation Director with daily operations
- Post Board and Committee meetings' agendas
- 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.
- Attended and took the minutes of the March 5 CIP meeting
- Completed the required Cyber security training
- 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

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 & 2 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 (currently, Rickie Roy is Interim Asst. City Mgr.). The 2 P/T vacancies are P/T Firefighter positions.

LAMPASAS POLICE DEPARTMENT
CHIEF SAMMY BAILEY **ASST CHIEF JODY CUMMINGS**

Monthly Report
Mar-20

VEHICLE MILEAGE:	March-20	YTD	03/2019 YTD
UNIT # 1 2016 FORD SUV	762	2659	2374
UNIT # 2 2014 CHEVROLET	519	1340	1530
UNIT # 3 2017 FORD	261	572	727
UNIT # 4 2012 CHEVROLET	814	2062	1786
UNIT # 5 2017 FORD SUV	539	1785	1512
UNIT # 6 2014 FORD F150	857	2966	2644
UNIT # 7 2014 CHEVROLET	0	1773	3066
UNIT # 8 2016 FORD SUV	371	1467	1758
UNIT # 9 2009 FORD	106	431	1553
UNIT #10 2017 FORD F150	231	761	1250
UNIT #11 2010 FORD	210	344	1132
UNIT #12 2010 FORD	819	2326	2177
UNIT #13 2014 CHEVROLET	1177	2363	1491
UNIT #14 2016 FORD	740	2426	2507
UNIT #15 2017 FORD	708	1931	2922
UNIT #16 2016 FORD	415	1706	2293
UNIT #17 2011 FORD	766	1221	590
UNIT #18 2013 CHEVROLET	363	1264	1072
UNIT #19 2001 DODGE <small>(Retired to Parks Dept 09/2019)</small>			54
UNIT #19 2019 CHEVROLET TRUCK	14	60	
UNIT #20 2017 FORD SUV	425	1649	1659
UNIT #21 2017 FORD TRUCK	670	1652	991
UNIT #22 2017 FORD	537	1470	1453
UNIT #23 2017 FORD	658	2027	1999
UNIT #24 2010 FORD <small>(See Unit 15 for 2017)</small>	0	0	455
TOTAL PATROL MILEAGE	11962	36255	38995
FELONIES REPORTED	31	76	81
FELONIES CLEARED	38	84	88
MISDEMEANORS REPORTED	146	318	312
MISDEMEANORS CLEARED	132	306	281
TOTAL CASES REPORTED	177	394	393
TOTAL CASES CLEARED	170	390	369
TOTAL INCIDENTS	48	130	169
ADULT ARRESTS	89	178	164
JUVENILE ARRESTS	7	24	11
WARRANTS/CAPIAS SERVED	25	66	105
WARRANTS PAID AT LMC	3	9	27
TRAFFIC CITATIONS ISSUED	199	450	522
WARNINGS ISSUED	598	1539	1672
TOTAL ARRESTS	323	727	829
TOTAL DEPARTMENT CONTACTS	921	2266	2501
REFERENCE ONLY:			
D.W.I.	8	12	11
D.U.I./MINOR	0	1	0
MARIJUANA / DRUG POSSESSION	21	47	38
JUVENILE TOBACCO POSSESSION	3	5	5
FIELD CONTACTS	2	11	33
PUBLIC RELATION CONTACTS	14	56	53

	March-20	YTD	03/2019 YTD
ACCIDENTS:			
MINOR ACCIDENTS	14	56	56
MAJOR ACCIDENTS	2	4	7
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	16	60	63
CODE ENFORCEMENT:			
HIGH WEEDS & TRASH	31	51	41
JUNK / UNREGISTERED VEHICLES	5	20	17
SUBSTANDARD HOUSING	0	0	1
BUILDING COMPLAINTS	0	0	2
MISCELLANEOUS	12	46	71
TOTAL CODE COMPLAINTS	48	117	132
DAILY ACTIVITIES:			
CALLS FOR SERVICE	940	2721	3065
TELEPHONE CALLS RECEIVED	5486	15061	15985
ESCORTS	48	170	235
MOTORIST ASSISTS	54	140	149
EMERGENCY ORDER OF DETENTION	3	7	7
BEHAVIORAL CRISIS	6	17	13
911 CALLS	247	640	625
TEXT TO 911	1	1	0
OPEN RECORD REQUESTS	32	117	120
ANIMAL CONTROL:			
ANIMAL CFS & FOLLOW UPS	134	469	488
ANIMAL IMPOUNDS	29	134	106
CPAAA VOLUNTEER HOURS:	15.00	115.00	211.00
OFFICER COUNT: 20 OF 21			
DISPATCHER COUNT: 7 OF 7			

WARRANT TOTALS

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

	Mar-20	YTD	03/2019 YTD
WARRANT TOTALS:			
LMC WARRANTS ISSUED	1	144	175
LMC WARRANTS RECALLED	49	144	287
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	25	61	132
LMC WARRANTS PAID AT LMC / PD	0	1	1

	Mar-20	YTD	03/2019 YTD
WARRANT \$ AMOUNTS:			
LMC WARRANTS ISSUED	\$644.80	\$86,783.36	\$107,330.16
LMC WARRANTS RECALLED	\$28,581.51	\$78,905.62	\$157,762.37
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$16,062.16	\$39,279.36	\$85,496.95
MONEY COLLECTED AT PD	\$0.00	\$511.84	\$882.83

Report Prepared by Kelli Sanguinet 04/03/2020

To: Finley deGraffenried, City Manager
Honorable Mayor and City Council
From: Sammy Bailey, Chief of Police
Date: April 6, 2020
Re: Monthly City Council Report, March 2020

Sgt. Hummer and his wife were blessed with a precious baby boy on March 3rd. Baby and Mom are doing very well.

We attended the Hill Country 100 Club Annual Award Ceremony on March 5th. SRO Sergeant Steven Sheldon was honored as Officer of the Year for the Lampasas Police Department, Lt. Charlie Boswell received a Meritorious Award, he saved the life of a drowning female at Lake Buchanan, and Officer Garrett Bradley received a Meritorious Award for his efforts in saving the lives of two elderly persons in a house fire in the city.

The week prior to LISD Spring-Break we had several events and several employees off work. Warnings and precautions for the U.S. came with President Trump and Governor Abbott issued warnings and orders. We canceled all public events, trainings, meetings, no volunteers, no riders, and implemented a cleaning and sanitizing regiment for the department buildings and our units.

The Animal Shelter is a very public place, we closed to the public. Supervisor Schwartzer and AC/Tech Hise are caring for the animals and making by appointment only, using precautions and PPE's, with the public to reunite animals with their owners and for adoptions.

We will stop receiving applications for both the Cadet position and the Animal Shelter position in April. We will wait to interview due to COVID-19. The Police Academy is closed and there are no training schools available during this time.

- I anticipate that our statistics are going to bounce around with increases in certain crimes during the pandemic and decreases in other areas.
- We are keeping a close watch on our businesses opened and temporarily closed.
- We anticipate increases in theft, burglaries, and crimes of opportunity along with more serious crimes, especially once a person feels safe and can report.
- Statistics in March compared to 2019 reflect the start of changes we will see during this pandemic. While we will have statistical increases in some areas we will have decreases in others.

Those of us at the Lampasas Police Department want you to know that we are committed to the smart and strategic safety and health of our community while caring for ourselves and those around us. Stay Safe and Stay Healthy.



Finance/Utility Billing & Collection

MEMO

Date: April 21, 2020

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for March 2020

Finance Department:

- * Completed/reviewed all journal entries.
- * Completed the EIA Energy Report due in April.
- * Received final audit, distributed for disclosure.
- * 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 March was \$848.92
- * Sales Tax for March was \$151,031 which is an increase of 3.43% from March of 2019.
- * Reconciled 18 bank accounts
 - Processed 284 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for March 2020 was 5.37% higher than was billed in March 2019.
The Water billing for March 2020 was 3.0% lower than what was billed in March 2019.
- March Statistics for the department:

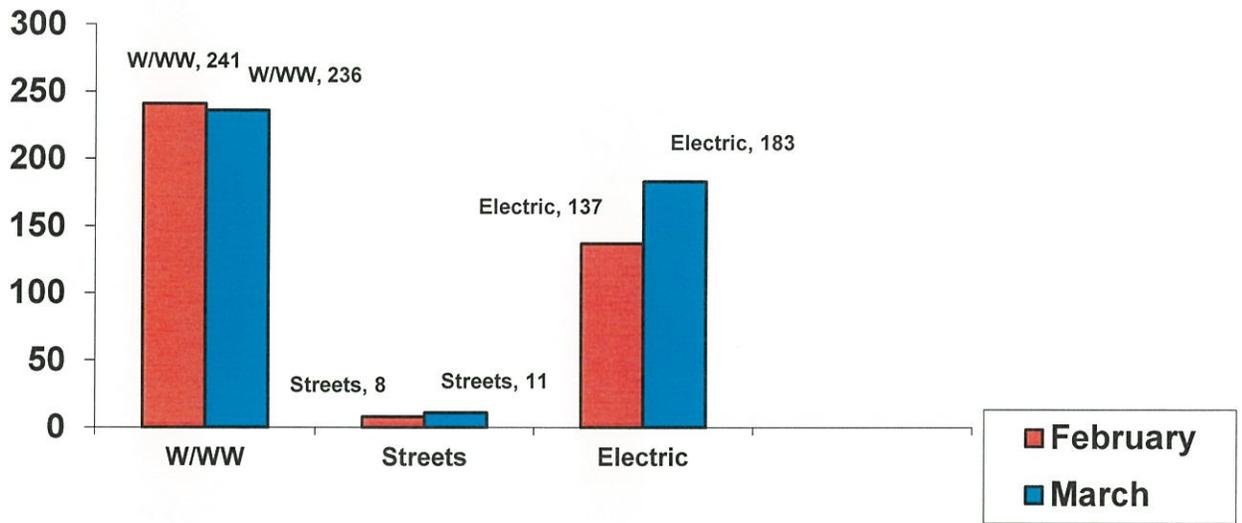
Total Water Customers	3,498
Total Wastewater Customers	2,790
Total Electric Customers	4,908
Residential Garbage Customers	2,677
Connects:	37
Disconnects:	26
Read In/Read Out:	35
Disconnects for Non-Pay:	0



Public Works

APRIL 2020

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



Work Order Summary:

Received: 298
Completed: 228
Voids: 6

Memo



To: Rickie Roy
From: Carlos Garcia
Date: Friday, April 24, 2020
Re: March Monthly

Street Department

Mr. Roy,

For the month of March, the Streets Department worked on,

- 1) March was the brush chipping program.
- 2) We have been running the sweeper as we can.
- 3) Street – Total Work Orders = 11, Total Complete = 8, Total Outstanding = 3, Total Void = 0

For the month of April, we will be continuing routine road and patching repair. We will be continuing taking care of work orders. Continuing to work on a program to replace signs. Mowing season is here and we will be continuing to take care of the drains and right a ways.

Memo



To: Rickie Roy
From: Flint Geagley
Date: April 9, 2020
Re: March Activities

Electric Department

This month's activities involved:

- Received a total of 51 work orders and completed 49.
- Set 14 poles, replaced breaker box at the soccer fields on south Spring, and removed billboard signs
- Connected: 2 upgrades, 3 new services, and 1 temp
- Set 14 poles: set 7 poles for new houses to be built, 3 poles for service upgrade, 1 pole for new customer service, and replaced 3 poles from the inspection list
- Overtime: Received 6 callouts – 2- storm, 1- animal contact, 1- bad connector, 1-line down, and 1- tree on service

- Activities for the Year 2019 - 2020:
- Pole Inspection replacement: total 389 poles, have replaced 276 poles
- Stone Valley: Set poles on Sandstone Cove (70% complete)
- New Strip Center by Walmart: Have transformer ordered
- 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)
- New Covenant Church: new building



Memo

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

Building and Planning
312 East Third, Lampasas TX 76550
512-556-6831, Fax 512-556-8083

From: Becky Sims, Zoning Administrator/Assistant City Secretary
Frank Ellett, Building Official

Date April 24, 2020

Re: Monthly Report, March 2020

ACTIVITIES:

MARCH 2019

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	1	308,000.00	248.70
CO - CERTIFICATE OF OCCUPANCY	1	0.00	0.00
DEM - DEMOLITION	3	0.00	150.00
ELE - ELECTRICAL	15	6,200.00	3,032.09
FENCE - FENCE	1	145.72	30.00
MEC - MECHANICAL	4	0.00	195.00
PLB - PLUMBING	20	5,000.00	2,670.00
REM - REMODEL/ADDITION	18	222,577.31	3,870.00
SIGN - SIGN	4	0.00	140.00
SPRINK - SPRINKLER	2	10,200.00	120.00
*** TOTALS ***	69	552,123.03	10,455.79

MARCH 2020

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	2	270,000.00	1,782.40
CO - CERTIFICATE OF OCCUPANCY	2	0.00	0.00
ELE - ELECTRICAL	10	4,000.00	2,500.50
FENCE - FENCE	1	1,200.00	35.00
MEC - MECHANICAL	4	0.00	245.00
PLB - PLUMBING	13	1,000.00	510.00
REM - REMODEL/ADDITION	10	112,030.00	470.00
SIGN - SIGN	2	0.00	80.00
SPRINK - SPRINKLER	7	23,319.00	465.00
*** TOTALS ***	51	411,549.00	6,087.90

Lampasas Fire Department

Lampasas, TX

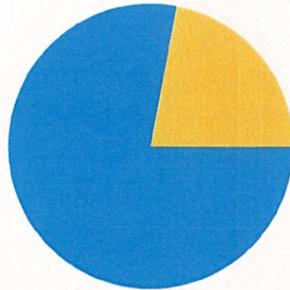
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Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 03/01/2020 | End Date: 03/31/2020

% of Incidents per Zone



■ City Limits - City Limits
■ County - County

INCIDENT TYPE	# INCIDENTS	% of TOTAL
City Limits - City Limits		
111 - Building fire	1	1.05%
154 - Dumpster or other outside trash receptacle fire	1	1.05%
311 - Medical assist, assist EMS crew	50	52.63%
322 - Motor vehicle accident with injuries	2	2.11%
324 - Motor vehicle accident with no injuries.	3	3.16%
412 - Gas leak (natural gas or LPG)	4	4.21%
553 - Public service	1	1.05%
554 - Assist invalid	2	2.11%
600 - Good intent call, other	1	1.05%
611 - Dispatched & cancelled en route	5	5.26%
651 - Smoke scare, odor of smoke	1	1.05%
700 - False alarm or false call, other	1	1.05%
732 - Extinguishing system activation due to malfunction	1	1.05%
743 - Smoke detector activation, no fire - unintentional	1	1.05%
Zone: City Limits - City Limits Total Incident:	74	77.89%
County - County		
111 - Building fire	2	2.11%
131 - Passenger vehicle fire	1	1.05%
143 - Grass fire	1	1.05%
242 - Blasting agent explosion (no fire)	1	1.05%
311 - Medical assist, assist EMS crew	5	5.26%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.05%
324 - Motor vehicle accident with no injuries.	2	2.11%
611 - Dispatched & cancelled en route	3	3.16%
622 - No incident found on arrival at dispatch address	1	1.05%
631 - Authorized controlled burning	3	3.16%
700 - False alarm or false call, other	1	1.05%
Zone: County - County Total Incident:	21	22.11%

Report shows count of incidents for Status selected.

TOTAL INCIDENTS FOR ALL ZONES:

95

100%

Report shows count of incidents for Status selected.

Lampasas Fire Department

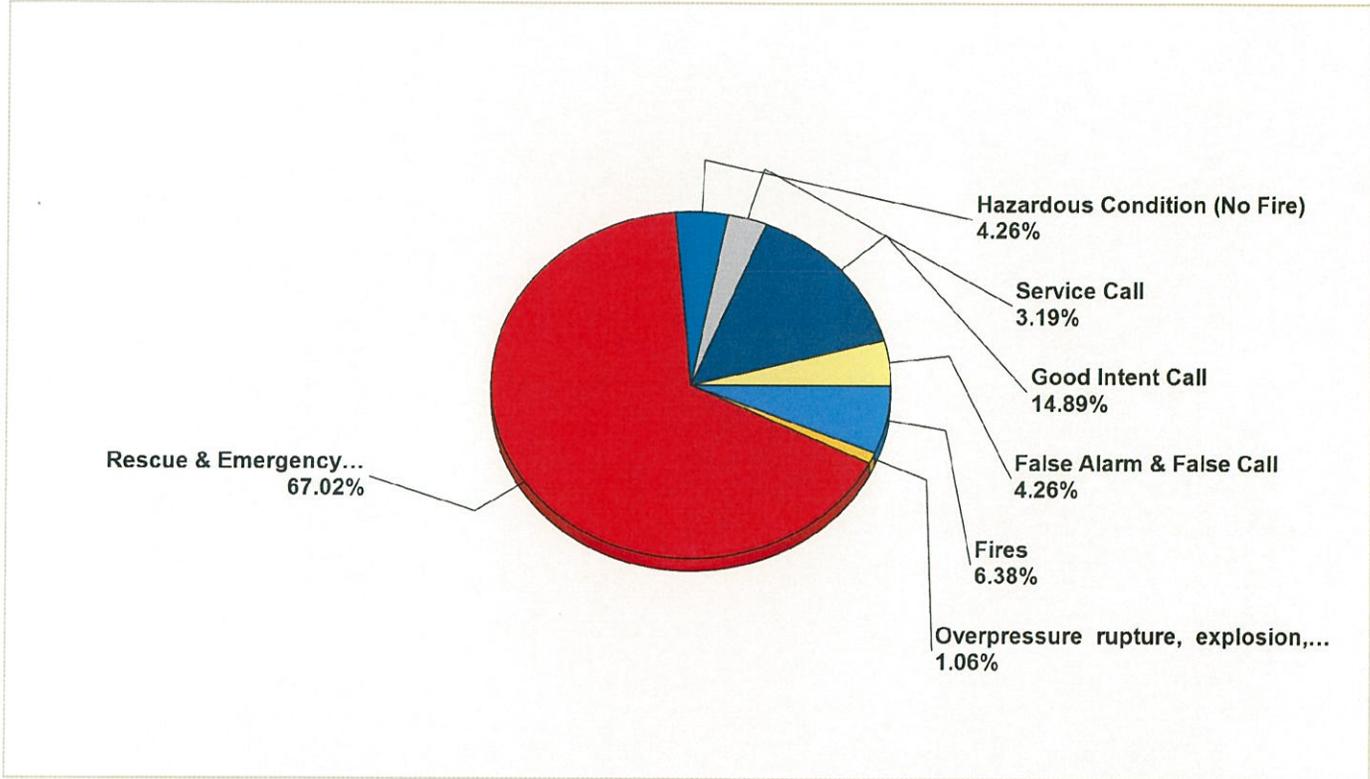
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2020 | End Date: 03/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	6.38%
Overpressure rupture, explosion, overheating - no fire	1	1.06%
Rescue & Emergency Medical Service	63	67.02%
Hazardous Condition (No Fire)	4	4.26%
Service Call	3	3.19%
Good Intent Call	14	14.89%
False Alarm & False Call	4	4.26%
TOTAL	95	100.00%

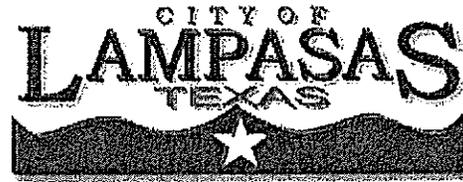
Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	3.16%
131 - Passenger vehicle fire	1	1.05%
143 - Grass fire	1	1.05%
154 - Dumpster or other outside trash receptacle fire	1	1.05%
242 - Blasting agent explosion (no fire)	1	1.05%
311 - Medical assist, assist EMS crew	55	57.89%
322 - Motor vehicle accident with injuries	2	2.11%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.05%
324 - Motor vehicle accident with no injuries.	5	5.26%
412 - Gas leak (natural gas or LPG)	4	4.21%
553 - Public service	1	1.05%
554 - Assist invalid	2	2.11%
600 - Good intent call, other	1	1.05%
611 - Dispatched & cancelled en route	8	8.42%
622 - No incident found on arrival at dispatch address	1	1.05%
631 - Authorized controlled burning	3	3.16%
651 - Smoke scare, odor of smoke	1	1.05%
700 - False alarm or false call, other	2	2.11%
732 - Extinguishing system activation due to malfunction	1	1.05%
743 - Smoke detector activation, no fire - unintentional	1	1.05%
TOTAL INCIDENTS:	95	100.00%

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

Memo



Parks and Recreation Dept.

To: Honorable Mayor and City Council Members
CC: Finley DeGraffinried, City Manager
From: Chris Eicher, Director of Parks and Recreation
Date: April 22, 2020
Re: Monthly Report March 2020

Department Activities (see reports) Parks

March is one of the busiest months for the parks department in terms of grounds maintenance. It's the time of year when everything starts to "kick off" as weather becomes more conducive for outdoor activities. Trees, shrubs, flowers and grasses are beginning to bloom and add some color to the drab landscape, which means full time mowing and weed eating for our departments. As is typical for this season, we've been mowing non stop, trimming trees, performing pool maintenance, repairing old pick nick tables, performing equipment maintenance, disinfecting specific areas in all parks to help combat the spread of COVID-19, and cleaning up storm damages when necessary.

Sports Facilities Crew (see reports)

The sports crew had a busy month as well with general turf management, some irrigation repairs, attend meetings for Riata Roundup, equipment maintenance, building maintenance, aerating and fertilizing, prepping for soccer and football, repairing bleachers at Turner Complex, and maintaining daily routines to keep the facilities clean and safe for visitors.

Cemetery (see reports)

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

I) Regular Personnel Hours Available: 960.00

LESS:

A)	Vacation Leave	26.50
B)	Sick Leave	12.50
C)	Supervision/Training	80.00
D)	Holiday	
E)	Other	

SUB-TOTAL 119.00

PLUS:

A)	Over Time	23.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 23.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 864.00

II) Department Summary of Work Orders for the Month.

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

III) Department Projects for the Month.

<u>Pilot's Lounge Improvements</u>	120.00	

<u>Other:</u>		
Sub-total Hours on Projects:		120.00

IV) Department Operations and Maintenance for the Month.

<u>Cleaning Parks</u>	144.00	
<u>Airport Maint.</u>	20.00	
<u>Mowing/Weed eating</u>	262.00	
<u>Building and Grounds</u>	188.00	
<u>Equipment/Vehicles/Shop</u>	84.00	
<u>Office/Meetings</u>	46.00	
Sub-total Hours on Projects:		744.00

TOTAL HOURS FOR DEPARTMENT 864.00

V) Department's Proposed Projects for next Month

Total Estimated Hours on Proposed Projects:		0.00

**Department: SPORTS FACILITIES
Monthly Activity Report
MONTH OF MARCH 2020**

I) Regular Personnel Hours Available: 480.00

LESS:

A)	Vacation Leave	8.00
B)	Sick Leave	64.00
C)	Supervision/Training	
D)	Holiday	
E)	Other (?)	

SUB-TOTAL 72.00

PLUS:

A)	Over Time	14.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 14.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 422.00

II)	<u>Department Summary of Work Orders for the Month.</u>				
	<u>Received</u>	<u>Completed</u>	<u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
			0	0	

III)	<u>Department Projects for the Month.</u>				
	<u>Spread Fertilizer at 580 Sports Complex</u>			8.00	

	<u>Other:</u>				
	<u>Sub-total Hours on Projects:</u>				8.00

IV)	<u>Department Operations and Maintenance for the Month.</u>				
	<u>Cleaning Fields</u>			85.00	
	<u>Turf Management</u>			90.00	
	<u>Mowing/Weed eating</u>			85.00	
	<u>Building and Grounds</u>			56.00	
	<u>Equipment/Vehicles/Shop</u>			90.00	
	<u>Office/Meetings</u>			8.00	
	<u>Sub-total Hours on Projects:</u>				414.00

TOTAL HOURS FOR DEPARTMENT 422.00

V)	<u>Department's Proposed Projects for Next Month</u>				
	<u>Spread Fertilizer at 580 Sports Complex</u>			8.00	
	<u>Aerate Sports Fields at 580 Sports Complex</u>			8.00	

	<u>Total Estimated Hours on Proposed Projects:</u>				16.00

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: MAR 2020

Regular Personnel Hours Available:		528
LESS:		
A)	Vacation Leave/Personal Day	80
B)	Sick Leave	0
C)	Jury Duty	0
D)	Other (holiday/bad weather)	0
E)	Supervision	45
SUB-TOTAL		125
PLUS:		
A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	13.5
SUB-TOTAL		13.5
TOTAL HOURS AVAILABLE FOR THE MONTH:		416.5

Department Summary of Work Orders for the Month

Received	Completed	Outstanding	Void	Hours
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Department Projects for the Month

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

Department Operations and Maintenance for the Month

Mowing & W/E / Funerals	128	
Equip & Veh Maint	18.5	
Buildings & Grounds	182	
Office Operations	40	
Sub-total Hours on OM Projects:		368.5

OTHER

0	48	
0	0	
0	0	
48		
TOTAL HOURS FOR DEPARTMENT		416.5

Department's Proposed Projects for next Month

	0
	0
Total Estimated Hours on Proposed Projects:	0

Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director
From: Duane Griffith Cemetery Crew Leader
Date: 4/14/2020
Re: End of the month report March

Interments	9
Fee's for over site	\$825.00
Sites sold	11 / \$6,000
Niche sales	0
Beautification fund	\$246.00
Visitors Assisted	2
Level & Backfill sites	4
Meetings Attended	0
Permits Issued – n/c	3
Permits Issued – chg	1

Memo

To: Finley deGraffenried, City Manager
From: Monica Wright, Director of Information Systems
Date: Wednesday, April 8, 2020
Re: March 2020 Monthly Report



Information
Systems

IT Service Tickets:

March 2019	March 2020	
157	244	+87 Service Tickets

Social Media Stats:

	March 2019	March 2020	
Facebook Followers	5,407	5,926	+519 FB page followers
Twitter Followers	398	546	+148 Twitter followers

Website Payments:

	March 2019	March 2020	
City Utility	365 \$118,656.04	398 \$125,049.83	+33 online payments +\$6,393.79
Municipal Court	46 \$15,006.87	35 \$8,388.28	-11 online payments -\$6,618.59

Website Stats:

	March 2019	March 2020	
Page Visits	11,201	52,450	+41,249 visits
Page Views	24,773	60,028	+35,255 page views
Downloads	2,452	26,987	+24,535 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 (FY-19-20)
- 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)

March Projects:

- Obtained quote/renewed backup firewall annual subscription
- Obtained quote/renewed o365 annual email subscription
- Obtained quote for (2) replacement laptops/placed order
- Attended cyber security training conference: March 10-11
- Attended CIP meetings
- Configured/replaced PD Patrol Sergeant PC/added to inventory
- Implemented employee Cyber Security training
- Cyber Security training documentation on IT Share
- Created Covid-19 website/subpages/update with updates and information
- Pushed out Covid-19 updates to subscribers
- Created/setup City YouTube channel
- Configured council meeting streaming
- Configured AV recorder to integrate with YouTube/FB/website
- Documentation for AV streaming on IT Share
- Submitted City cyber claim information/documentation to HR
- Configured/installed security cameras around server racks at City Hall & IT Building
- Cleaned out IT equipment from basement at Old City Hall
- Cleaned out old IT office at City Hall
- Configured/installed new PC for Parks Secretary
- Obtained quote for Parks Secretary printer/purchased

April Projects:

- Install Cardinal Badge software update/send out release notes
- Renew annual cloud backup software subscription
- Move WWWW PCs/Scada to new WWWW building
- Re-enable ports on WWWW switch
- Join WWWW PC's to City network
- Configure backup software/path to City NAS/enable replication on WWWW PCs
- Configure WWWW user shares/backups on City NAS
- Configure/replace WWWW desktop PC
- Install RAM in City NAS
- Research remote connectivity options for Scada PC
- Configure/install printer for Parks Secretary
- Install remote software/cloud backup software on Scada PC
- Complete employee cyber security training/submit to DIR
- Create cyber security phishing campaigns/deploy to employees
- Configure (2) replacement laptops/add to inventory
- Configure/install backup software on (2) new servers
- Destroy PDTDEX PC hard drive/decommission
- Configure/install firewall software on IT laptops/test off the network
- Research/evaluate Net Motion software
- Continue keeping Covid-19 webpage updated/push out notifications to subscribers
- 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 WWWW 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

MARCH 2020

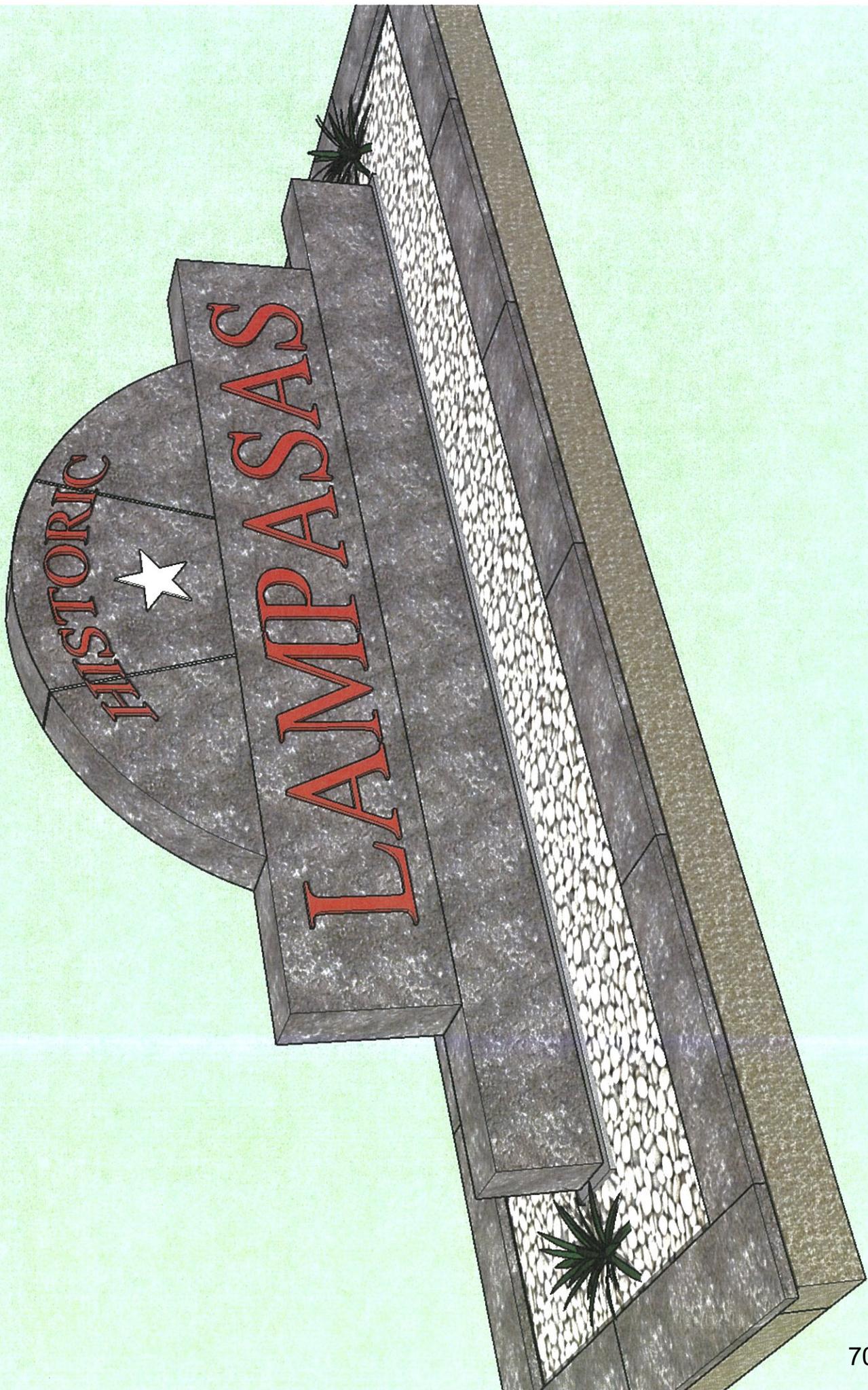
Circulation	We circulated 4,864 items in March, which is up 3.4% from February (4,702). The library was closed to the public March 18-31 in response to COVID-19. Most of the circulations during that period were online renewals by the patrons.
Door Count	The March door count (2,398) was down 43.5% from last month, since the library was closed to the public for approximately half the month.
Internet Usage	Internet usage (268) was down 51.1% from February (548).
Wifi Usage	We had 198 distinct clients use the public wifi in March, which is down 26.1% from February. There was only an average of 15 users per day, which down 25% from last month.
Text Interactions	We communicated, via text messages, with 144 unique phone numbers in March, which is up 27.4% from February (113). We sent/received a total of 773 messages, which is up 12.5% from last month (687).
March Programs	We had plans to offer 24 programs during the month of March, up from 14 in February. These programs included story times, How Pinteresting!, Chess Club, Cornelia Key Book Club, STEAM Day programs, Domino's Dough Show, a kid's movie, 42 Club, two computer classes, and more. We were also scheduled to do two story times at HeadStart, but most of this was cut short due to the coronavirus situation.
Program Attendance	Total attendance for March programs (through March 17) was 158, compared to 214 for the whole month of February.
Sue Lilley Signing	On Thursday, March 5, Sue Lilley signed copies of her book, <u>100 Years of Library Service in Lampasas, Texas</u> , in the Foundation Room, 4-6pm. Approximately 30 people attended; Mrs. Lilley was pleased with the turnout and enjoyed visiting with everyone.
Postponements	Due to COVID-19, we have had to postpone many programs and events, including the Book Festival, Painted Chair Fundraiser, and some of the other monthly programs we had scheduled.
Library Park	MW Hail has been busy, so next are the pavers and treehouse.

City of Lampasas

M E M O

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

- Comp Plan** Staff have been meeting, virtually, with consultants regarding goals, recommendations and objectives for the Comprehensive Plan. The outline of this Chapter will include 6 broad categories including growth, infrastructure, services, development, land use, economic development, mobility, and community facilities. Looking forward, the process may include 1 or 2 meetings without consultants to review and remind the CPAC of work to date and draft chapters, followed by 1 or 2 meetings to review, discuss and formalize the implementation plan.
- Vision** Libby Bluntzer contacted the City this week regarding a slightly different Vision Lampasas! Project. They would like to improve on, and possible add to, our monument markers. Initially, Vision would like to improve landscaping and lighting on the North 281 marker by the Airport, and providing funds are available, develop a complimentary marker on south 183. Mezger Stone is also assisting with materials for the projects. Without objection, staff has indicated planning for the projects could proceed.
- Brodie Estates** Rickie Roy reports that the Electric Department and the developer are investigating the possibility of installing underground service to homes in the subdivision. The scale of the subdivision, and proximity of the homes, would provide a good example for possible future policies and installations. As discussions continue, and plans formalized, staff will provide additional information.
- Business Assistance** Council should be aware that applications for the LEDC Emergency Assistance Program and the Utility Assistance Program have been posted to the City's website and pushed to social media. The City will also send applications for Utility Assistance to identified businesses to encourage their participation. Mandy reports that over 30 applications for the LEDC program have been received.




City ManagerITEM NO. 7.1

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

Subject:

Discussion and possible action regarding the adoption of the LEDC Business Emergency Grant Program by a Resolution of the City of Lampasas City Council. .

Requested By: Mandy Walsh, LEDC Director

Submitted By: Mandy Walsh, LEDC Director

Date Submitted: April 23, 2020

For the Agenda of: April 27, 2020

Procurement and Funding Statement:

LEDC FY 2019/2020 Budget Economic Development Programs

Attachments: Emergency Grant Application

Summary Statement:

The LEDC approved the program at their April 15, 2020 meeting. This item was brought before and approved by Council at the Special Session held on April 20, 2020. This is the second reading to approve this program by Resolution of the City Council

Recommendation:

To consider a motion to adopt the LEDC Business Emergency Grant Program by a Resolution of the City of Lampasas City Council

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS,
APPROVING THE CREATION OF A LAMPASAS ECONOMIC DEVELOPMENT
CORPORATION *COVID-19 EMERGENCY GRANT PROGRAM*; AND AUTHORIZING THE
FUNDING AND ADMINISTRATION OF THE PROGRAM BY THE LAMPASAS
ECONOMIC DEVELOPMENT CORPORATION.

WHEREAS, the City Council of the City of Lampasas desires to financially assist local businesses during this local disaster; and

WHEREAS, the LEDC wishes to fund and administer a program to provide working capital for personnel costs, rent, utilities, business-related expenditures, etc. for existing brick and mortar small businesses within the City of Lampasas, Texas; and

WHEREAS, the LEDC will award grant funding up to a maximum amount of \$3,000 per approved applicant, the application period will remain open until September 30, 2020; until funding has been exhausted or until the LEDC determines that program goals have been satisfied

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

1. That a COVID-19 Emergency Grant is hereby approved to be offered to small brick and mortar business owners to provide capital for personnel costs, rent, utilities, business-related expenditures, etc.
2. That the City directs and designates the LEDC to act in all matters in connection with this program.
5. That funds allocated through the LEDC annual budget will be used in administering the program in accordance with State and Local Laws; guidelines and procedures as identified by the LEDC.

Date of First Reading: April 20, 2020

Date of Second Reading: April 27, 2020

Misti Talbert, Mayor

Attest:

Christina Marez, City Secretary



City Manager

ITEM NO. 7.2

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

Subject:

Discussion and possible action regarding the City of Lampasas Emergency Declaration (Stay Home Stay Safe)

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: April 23, 2020

For the Agenda of: April 27, 2020

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item has been placed on the agenda as a place holder in the event Governor Abbott provides direction and latitude to local jurisdictions.

Recommendation:

Discussion and possible action.

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