

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

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, July 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 regarding Lampasas Central Appraisal District (LCAD) FY 20/21 Budget *(pgs. 5-12)*
3. Discussion and updates regarding COVID-19 *(pgs. 13-14)*
4. Discussion and updates regarding FY 20/21 Budget *(pgs. 15-16)*
5. Discussion and presentation regarding Advisory Board Annual Renewals/Vacancies *(pgs. 17-34)*
6. Discussion and presentation of the Chamber of Commerce FY 20/21 Budget *(pgs.35-40)*
7. Discussion regarding any item on the regular agenda
8. Adjourn Workshop Session

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

**ANNOUNCEMENTS**

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

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

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the Agenda may do so at this time.	N/A
-----	---	-----

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on July 13, 2020	41-52

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the Monthly Investment Report for June 2020.	53-72
3.2	Discussion and possible action regarding the second reading of an Ordinance amending Appendix A Fee Schedule of the Code of Ordinances setting a fee for Chapter 78, Traffic and Vehicle Section 78-214 thru 78-214.012 and containing a severability clause and an effective date.	73-78
3.3	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential -20 "SF-20" to Single Family Residential-8 "SF-8". The property is described as 1 acre, ABST. 0419 of the LHW Johnson Survey; commonly known as 1205 S. Willis Street, Lampasas, Texas Lampasas County.	79-82
3.4	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for <i>permanent makeup tattooing</i> in an area zoned Commercial "C", the property is described as 1.89 acres, ABST. 0419 LHW Johnson Survey; commonly known as 301 S Highway 281 Suite D (Lotus Beauty Spa & Salon), Lampasas, Texas, Lampasas County.	83-86

4.0	BOARDS/DEPARTMENT REPORTS	N/A
4.1	<ol style="list-style-type: none"> <li>1. Parks and Recreation Monthly Report</li> <li>2. Information Systems Monthly Report</li> <li>3. Library Monthly Report</li> <li>4. Golf Course Monthly Report</li> <li>5. Municipal Court Monthly Report</li> <li>6. City Secretary Monthly Report</li> <li>7. Police Department Monthly Report</li> <li>8. Utility Billing and Collections Monthly Report</li> <li>9. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>10. Building Official Monthly Report</li> <li>11. Economic Development Monthly Report</li> <li>12. Fire Department Monthly Report</li> </ol>	87-122
5.0	ROUTINE MATTERS	PAGES
5.1	<p>City Manager's Operational Report</p> <ul style="list-style-type: none"> <li>• Streets</li> <li>• Prosecutor</li> <li>• KWSC</li> <li>• Library Park</li> </ul>	123-126

	• Staff	
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 LCAD FY 20/21 Budget	127-128
7.2	Discussion and possible action for an accelerated purchase of a 2000 Police Interceptor Utility form Silsbee Ford and equipment not to exceed \$57,000.00	129-134
7.3	Discussion and possible action regarding the accelerated purchase of a 2020 Silverado Crew Custom pickup truck from Hoffpauir Chevrolet for the Street Department in an amount not to exceed \$30,000.00.	135-138
7.4	Discussion and possible action regarding the accelerated purchase for amount not to exceed \$55,000.00 for a new ¾ ton work truck model pickup with utility bed to replace a 2007 model pickup for the Wastewater Treatment Plant.	139-140
7.5	Discussion and possible action regarding the accelerated purchase of extrication equipment for the Lampasas Fire Department in the amount of \$40,989.92	141-144
7.6	Discussion and possible action concerning possible modifications to FY 2020/2021 Budget as discussed during workshop.	145-146
7.7	Discussion and possible action regarding specific local emergency orders related to COVID-19 Pandemic.	147-148
7.8	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce and Visitor Center for Hotel Occupancy Tax Funds in the amount of \$1908.74 for event expenses related to the Lampasas Beer Barn LTX BBQ Fest to be held on September 11 and 12, 2020 at the 580 Sports Complex and Arena.	149-156
7.9	Discussion and possible action regarding Lampasas County Chamber of Commerce FY 2020/2021 Budget	157-158

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 July 2020 at

3:38p

  
 \_\_\_\_\_  
 Becky Sims, Assistant City Secretary

**THIS PAGE INTENTIONALLY LEFT BLANK**

---

City ManagerITEM NO. WORKSHOP 2

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

---

**Subject:**

Discussion regarding Lampasas Central Appraisal District (LCAD) FY 20/21 Budget.

Requested By: Finley deGraffenried, City Manager

Submitted By: Melissa Gonzales, Chief Appraiser

Date Submitted: July 21, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

N/A

Attachments: Proposed LCAD 2021 Budget Plan

---

**Summary Statement:**

On July 14, 2020 the Lampasas Central Appraisal District (LCAD) Board of Directors adopted the attached budget at their Public Hearing. The budget is overall 2.4% greater than current year budget, with the salary expense 1.32% greater than FY20 Budget. Melissa Gonzales is taking this opportunity to present the budget to City Council. Within thirty (30) days of the adoption date which was July 14, 2020, entities such as Lampasas City Council may take such action as to approve the budget, disapprove the budget or approval by inaction. There is an action item on the regular agenda for consideration.

**Recommendation:**

Discussion Only

# LAMPASAS CENTRAL APPRAISAL DISTRICT



**Board of Directors**

Mike Kriegel, Chairman  
Ross Oliver, Vice Chairman  
Marshal Brewer, Secretary  
David Barclay  
Philip Garrett

P.O Box 175  
Lampasas, TX 76550  
Telephone:  
512-556-8058  
512-556-8138  
Fax: 512-556-4660

July 15, 2020

Honorable Mayor Talbert  
City of Lampasas  
312 E. Third Street  
Lampasas, TX 76550

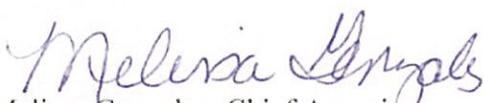
Dear Mayor Talbert,

Please find enclosed a copy of the Adopted 2021 Appraisal and Collections Budget. The Board of Directors adopted this budget after the public hearing was held on July 14, 2020.

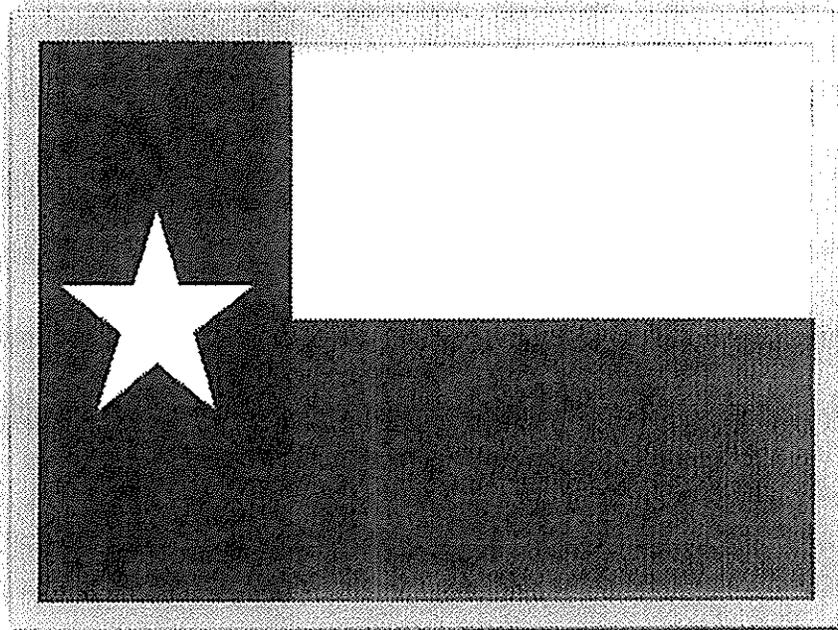
According to Section 6.06(b) of the Texas Property Tax Code, the entities may take one of three options within thirty 30 days of adoption of the budget: approve the budget, disapprove the budget, or approval by inaction. If a majority of the taxing units entitled to vote on the appointment of board members adopt resolutions disapproving a budget and file them within thirty (30) days after its adoption, the budget does not take effect and the board shall adopt a new budget within thirty (30) days of the disapproval.

If you have any questions, please feel free to give me a call.

Respectfully,

  
Melissa Gonzales, Chief Appraiser  
Lampasas Central Appraisal District

**LAMPASAS CENTRAL APPRAISAL DISTRICT**



Proposed 2021 Budget Plan

June 12, 2020

**PROPOSED**  
 LAMPASAS CENTRAL APPRAISAL DISTRICT  
 COLLECTIONS AND APPRAISAL BUDGET  
 June 12, 2020

	<b>PROPOSED COLLECTION BUDGET</b>	<b>PROPOSED APPRAISAL BUDGET</b>	<b>PROPOSED BUDGET</b>
6100 SALARIES	112,659	176,209	288,868
6101 BONDS & INSURANCE	2,500	2,500	5,000
6111 EMPLOYER'S FICA & MEDICARE	10,800	16,200	27,000
6120 EMPLOYER'S RETIREMENT	9,360	14,750	24,110
6130 EMPLOYER'S MEDICAL INSURANCE	22,214	33,320	55,534
6140 STATE EMPLOYMENT	774	1,026	1,800
6200 PROGRAMMING	0	0	0
6240 COPIER LEASE/PURCHASE	2,150	2,150	4,300
6290 ARB PAY & EXPENSE	0	5,000	5,000
6301 POSTAGE & POSTAGE EQUIPMENT	10,000	8,000	18,000
6304 COMPUTER HARDWARE & SOFTWARE	3,500	3,500	7,000
6401 VEHICLE & EXPENSE	1,000	2,500	3,500
6402 MEALS, MILEAGE & ROOM	2,500	3,500	6,000
6403 FEES & DUES	1,187	1,188	2,375
6404 MAPS & SUPPLIES	0	1,000	1,000
6405 TUITION, REGISTRATION	1,360	2,640	4,000
6406 JANITORIAL & SUPPLIES	1,710	1,710	3,420
6407 EQUIPMENT MAINT & SERVICE CONTRACT	22,500	22,500	45,000
6408 PUBLIC & LEGAL NOTICES	1,500	1,500	3,000
6409 COMPUTER SUPPLIES	3,500	1,000	4,500
6410 OFFICE SUPPLIES	4,000	4,000	8,000
6411 TELEPHONE	1,750	1,750	3,500
6412 UTILITIES	2,500	2,500	5,000
6415 LCAD & COLLECTIONS AUDIT	6,560	1,440	8,000
6416 LEGAL FEES	1,000	6,000	7,000
6417 PROFESSIONAL SERVICES	1,550	250	1,800
6419 BUILDINGS & GROUND MAINTENANCE	2,500	2,500	5,000
6420 PICTOMETRY SOFTWARE SERVICE	0	29,530	29,530
6421 NO NEW REVENUE RATE WEBSITE	1,000	1,000	2,000
6422 MAILING POSTCARDS NO NEW REVENUE	1,000	1,000	2,000
	231,074	350,163	581,237
LESS TAX CERTIFICATES & INTEREST REVENUE	-5,500	-5,500	-11,000
<b>TOTAL</b>	<b>225,574</b>	<b>344,663</b>	<b>570,237</b>

LAMPASAS CENTRAL APPRAISAL DISTRICT

2021

BENEFITS BREAKDOWN

POSITION	2021 SALARY	RETIREMENT	HEALTH INSURANCE	TOTAL BENEFITS
CHIEF APPRAISER	76,305	5,341	7,933	89,579
SENIOR APPRAISER	46,690	3,268	7,933	57,891
APPRAISER	27,666	1,936	7,933	37,535
CLERK	40,293	2,820	7,933	51,046
CLERK/APPRaiser	29,593	2,071	7,933	39,597
MAPPING/SUPERVISOR	39,901	2,793	7,933	50,627
CLERK	28,420	1,989	7,933	38,342
TOTAL	288,868	20,218	55,531	364,617

**COLLECTIONS**  
**COST OF OPERATIONS**  
**FOR 2021**  
**JUNE 12, 2020**

TAXING UNIT	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
LAMPASAS ISD	31,151.77	31,151.77	31,151.77	31,151.77
LAMPASAS COUNTY	18,389.92	18,389.92	18,389.92	18,389.92
LOMETA ISD	3,265.19	3,265.18	3,265.18	3,265.18
LAMPASAS CITY	3,225.71	3,225.71	3,225.71	3,225.70
KEMPNER CITY	203.02	203.02	203.02	203.01
LOMETA CITY	157.91	157.90	157.90	157.90
<b>TOTAL</b>	<b>56,393.52</b>	<b>56,393.50</b>	<b>56,393.50</b>	<b>56,393.48</b>
<b>GRAND TOTAL</b>	<b>225,574.00</b>			

	2019 LEVY	TOTAL LEVY	% LEVY	ALLOCATION OF BUDGET
LAMPASAS ISD	17,035,360.46	30,837,661.87	55.24%	124,607.08
LAMPASAS COUNTY	10,054,994.68		32.61%	73,559.68
LOMETA ISD	1,786,123.16		5.79%	13,060.73
LAMPASAS CITY	1,763,431.32		5.72%	12,902.83
KEMPNER CITY	110,341.02		36.00%	812.07
LOMETA CITY	87,411.23		28.00%	631.61
<b>TOTAL</b>	<b>30,837,661.87</b>		<b>100%</b>	<b>225,574.00</b>

**APPRAISAL**  
**COST OF OPERATIONS**  
**FOR 2021**  
*June 12, 2020*

<i>TAXING UNIT</i>	<i>FIRST QUARTER</i>	<i>SECOND QUARTER</i>	<i>THIRD QUARTER</i>	<i>FOURTH QUARTER</i>
LAMPASAS ISD	44,969.91	44,969.91	44,969.90	44,969.90
LAMPASAS COUNTY	29,511.77	29,511.77	29,511.77	29,511.77
LAMPASAS CITY	5,178.56	5,178.56	5,178.56	5,178.56
LOMETA ISD	4,230.74	4,230.74	4,230.74	4,230.73
COPPERAS COVE CITY	1,240.79	1,240.79	1,240.79	1,240.78
KEMPNER CITY	327.43	327.43	327.43	327.43
EVANT ISD	241.27	241.27	241.26	241.26
LOMETA CITY	258.50	258.50	258.50	258.49
GOLDTHWAITE CISD	198.18	198.18	198.18	198.18
SAN SABA ISD	8.62	8.62	8.62	8.61
<b>TOTAL</b>	<b>86,165.77</b>	<b>86,165.77</b>	<b>86,165.75</b>	<b>86,165.71</b>
<b>GRAND TOTAL</b>	<b>344,663.00</b>			

	<i>2019 LEVY</i>	<i>TOTAL LEVY</i>	<i>% LEVY</i>	<i>ALLOCATION OF BUDGET</i>
LAMPASAS ISD	15,323,917.34	29,359,559.64	52.19%	179,879.62
LAMPASAS COUNTY	10,054,994.68		34.25%	118,047.08
LAMPASAS CITY	1,763,431.32		6.01%	20,714.24
LOMETA ISD	1,442,958.49		4.91%	16,922.95
COPPERAS COVE CITY	422,787.44		1.44%	4,963.15
KEMPNER CITY	110,341.02		38.00%	1,309.72
EVANT ISD	83,510.37		28.00%	965.06
LOMETA CITY	87,411.23		30.00%	1,033.99
GOLDTHWAITE CISD	68,161.63		23.00%	792.72
SAN SABA ISD	2,046.12		1.00%	34.47
<b>TOTAL</b>	<b>29,359,559.64</b>		<b>100%</b>	<b>344,663.00</b>

2021 BUDGET COMPARISON  
LAMPASAS CENTRAL APPRAISAL DISTRICT  
JUNE 12, 2020

	2019 BUDGET	2020 BUDGET	2021 PROPOSED BUDGET
6100 SALARIES	273,032	285,017	288,868
6101 BONDS & INSURANCE	5,000	5,000	5,000
6111 EMPLOYER'S FICA & MEDICARE	18,800	18,800	27,000
6120 EMPLOYER'S RETIREMENT	21,000	21,000	24,110
6130 EMPLOYER'S MEDICAL INSURANCE	53,800	53,800	55,534
6140 STATE UNEMPLOYMENT	1,800	1,800	1,800
6200 PROGRAMMING	0	0	0
6240 COPIER LEASE/PURCHASE	2,200	5,000	4,300
6290 ARB PAY & EXPENSE	5,000	5,000	5,000
6301 POSTAGE & POSTAGE EQUIPMENT	18,000	18,000	18,000
6303 RECORDS MANAGEMENT	400	400	0
6304 COMPUTER HARDWARE & SOFTWARE	7,000	7,000	7,000
6401 VEHICLE & EXPENSE	4,500	4,500	3,500
6402 MEALS, MILEAGE & ROOM	6,000	6,000	6,000
6403 FEES & DUES	2,375	2,375	2,375
6404 MAPS & SUPPLIES	1,000	1,000	1,000
6405 TUITION, REGISTRATION	4,000	4,000	4,000
6406 JANITORIAL & SUPPLIES	3,120	3,420	3,420
6407 EQUIPMENT MAINT & SERVICE CONTRACT	44,800	46,800	45,000
6408 PUBLIC & LEGAL NOTICES	3,000	3,000	3,000
6409 COMPUTER SUPPLIES	4,500	4,500	4,500
6410 OFFICE SUPPLIES	7,500	8,000	8,000
6411 TELEPHONE	2,800	2,800	3,500
6412 UTILITIES	6,000	6,000	5,000
6415 LCAD & COLLECTIONS AUDIT	7,900	8,100	8,000
6416 LEGAL FEES	7,000	8,000	7,000
6417 PROFESSIONAL SERVICES	1,800	1,800	1,800
6419 BUILDINGS & GROUND MAINTENANCE	5,000	5,000	5,000
6420 PICTOMETRY SOFTWARE SERVICE	31,560	31,710	29,530
6421 NO NEW REVENUE RATE WEBSITE	0	0	2,000
6422 MAILING POSTCARDS NO NEW REVENUE	0	0	2,000
	548,887	567,822	581,237
LESS TAX CERTIFICATES & INTEREST REVENUE	-11,000	-11,000	-11,000
<b>TOTAL</b>	<b>537,887</b>	<b>556,822</b>	<b>570,237</b>

  
City Manager

ITEM NO. WORKSHOP 3

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

---

---

**Subject:**

Discussion and updates regarding COVID-19

Requested By: Finley deGraffenried, City Manager

Submitted By: Jeffry Smith, Fire Chief

Date Submitted: July 21, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

Attachments:

---

---

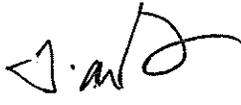
**Summary Statement:**

This item is placed on the Workshop Agenda to provide updates and discussion regarding impacts and City response to the COVID-19 pandemic.

**Recommendation:**

Discussion, updates and direction from Council

**THIS PAGE INTENTIONALLY LEFT BLANK**



City Manager

ITEM NO. WORKSHOP 4

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

---

---

**Subject:**

Discussion and updates regarding FY 20/21 Budget

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: July 21, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

Attachments:

---

---

**Summary Statement:**

This item has been placed on workshop to discuss the FY 20/21 Budget Projections and seek Council input and direction. There is an action item on the regular agenda for Council if Council wishes to provide specific, formal modification to draft projections.

**Recommendation:**

Discussion only

**THIS PAGE INTENTIONALLY LEFT BLANK**

  
City Manager

ITEM NO. WORKSHOP 5

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

---

---

**Subject:**

Discussion and presentation regarding Advisory Board Annual Renewals and Current Vacancies.

Requested By: Becky Sims, Assistant City Secretary

Submitted By: Becky Sims, Assistant City Secretary

Date Submitted: July 21, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

Attachments:

---

---

**Summary Statement:**

The City of Lampasas Advisory Board Committee Members appointed by City Council renew each September based on their individual terms. Each year the renewals and vacancies are presented to Council for appointment consideration. Most members opt to renew their term; however, there are some that decide not to renew. Council has the discretion to appoint or reappoint based on the needs of each board and the candidates resume. This is an opportunity for Council to review the needs of each board at a glance in preparation for term renewal in September based on their respective board recommendations.

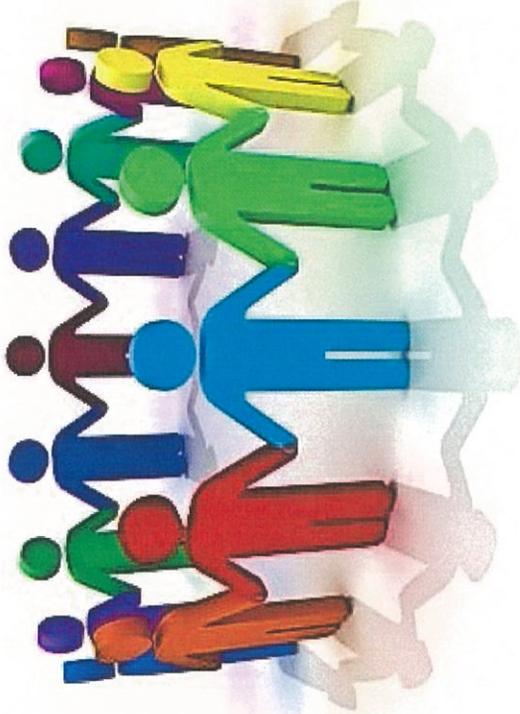
**Recommendation:**

Discussion only

<b>Advisory Board</b>	<b>Term Expirations (September 2020)</b>	<b>Number of Vacancies</b>	<b>Applications Received</b>	<b>Appoint</b>
Airport Board	George Elsea	0		
Capital Improvement Program Committee	Al Brittain- Resigned	1		
Construction Board of Adjustment & Appeals (CBAA)	Clifford Butts Nathan Hooten	1 Mech 1 Alt		
Lampasas Economic Development (LEDC)	Neal Leavell Misti Talbert TJ Monroe	0		
Library Board	Judy Lansford Sheryl Haussmann Susan Browder	0		
Parks & Recreation	Diane Davis Rick Rebando Clay Harrington Shirley Blake Harvey Stinnett	0		
Zoning Board of Adjustment (ZBA)	Jason Hamilton Jack Harrell Brandon Butts Jerry Grayson	1 Alt		
Airport Zoning Board of Adjustments	John Fingerhut Steve Cohen	1		

<b>Airport</b>	<b>LEDC</b>	<b>P &amp; Z</b>	<b>PARKS</b>	<b>ZBA</b>
<b>February 2018</b>	<b>January 2019</b>	<b>February 2019</b>	<b>February 2019</b>	<b>February 2019</b>
George Elsea	Misti Talbert	Jackie Baltrun	Jim Lindeman	Jordan Felkner
Wayne Harbin	Roland Schaub	<b>April 2019</b>	Clay Harrington	<b>August 2019</b>
<b>September 2018</b>	Jim Lindeman	Henry Fiur	Harvey Stinnett	Jordan Felkner
Robert Lansford	<b>February 2019</b>	James Skinner	<b>April 2019</b>	Jerry Grayson
Wayne Harbin	David Millican	<b>May 2019</b>	Rick Rebando	<b>October 2019</b>
<b>May 2019</b>	Jamie Smart	None	<b>June 2019</b>	Jerry Grayson
Mark O'Hair	<b>March 2019</b>	<b>June 2019</b>	Rick Rebando	<b>December 2019</b>
<b>August 2019</b>	Ronnie Vineyard	Jackie Baltrun	Jim Lindeman	Jerry Grayson
None	<b>April 2019</b>	Jimmie Allison	Harvey Stinnett	<b>June 2020</b>
<b>October 2019</b>	Roland Schaub	<b>August 2019</b>	<b>September 2019</b>	Charley Kennington
Mark O'Hair	<b>May 2019</b>	Jimmie Alison	Jim Lindeman	
<b>January 2020</b>	Misti Talbert	Reese Vann	Harvey Stinnett	
Robert Lansford	<b>June 2019</b>	<b>September 2019</b>	<b>October 2019</b>	
<b>February 2020</b>	Steve Hudson	None	Harvey Stinnett	
Mark O'Hair	David Millican	<b>November 2019</b>	<b>November 2019</b>	
<b>June 2020</b>	<b>August 2019</b>	Marisa Canales	Robin Gradel	
Mark O'Hair	Charlie Pratus	<b>February 2020</b>	Jim Lindeman	
Kevin Smith	<b>September 2019</b>	Jackie Baltrun	Rick Rebando	
	Neal Leavell	<b>March 2020</b>	<b>January 2020</b>	
	Roland Schaub	Henry Fiur	Rick Rebando	
	<b>October 2019</b>	<b>June 2020</b>	<b>February 2020</b>	
	Steven Hudson	None	Shane Jones	
	<b>November 2019</b>	<b>July 2020</b>	Harvey Stinnett	
	Bobby Carroll	Marisa Canales	Jim Lindeman	
	<b>January 2020</b>	James Skinner	Tasha Bates	
	None		<b>June 2020</b>	
	<b>February 2020</b>		Shane Jones	
	Misti Talbert		Harvey Stinnett	
	Ronnie Vineyard		Rick Rebando	
	Bobby Carroll		Tasha Bates	
	<b>April 2020</b>			
	Roland Schaub			
	Ronnie Vineyard			
	Bobby Carroll			
	David Millican			
	<b>May 2020</b>			
	Neal Leavell			
	Roland Schaub			
	David Millican			
	Bobby Carroll			
	<b>June 2020</b>			
	Charlie Pratus			
	Bobby Carroll			

# City of Lampasas Advisory Boards



*“Volunteers are not paid because they are worthless, but because they are priceless”*

- Do you feel led to volunteer?
- Do you want to make a difference?
- Do you want to learn about City Government?
- Do you want to be a part of the decision making that improves the Quality of Life?
- *If so, we have some great opportunities for you*



# Airport Advisory Board

- The Airport Advisory Board shall advise the City Council, City Manager and Airport Manager on matters relating to the airport. This board meets the 2<sup>nd</sup> Wednesday of the month at 6:00 p.m.
- The Board shall be composed of five members, who are licensed pilots, appointed by the City Council. Each board member shall be appointed for a five-year term with one term expiring each year on September 30.
- *Currently there are no vacancies; however we always take applications  
(this is subject to change at any given time)*



# Capital Improvement Program Committee

- Meets as needed during City of Lampasas Budget preparation time. This board meets on Thursday's at noon.
- The purpose of the CIP committee is to assist the City Manager in conducting research, planning, and related work necessary to provide the City Council with a long term Capital Improvement Program plans for the city.
- 8 member committee
- *Currently there is one vacancy (this is subject to change at any given time)*



# Construction Board of Adjustments and Appeals

- This Board consists of five members who shall be appointed to serve by the City Council. This board meets once a month as needed on the 3<sup>rd</sup> Thursday at 8:00 a.m. The members shall, when possible, be representative of the following trades, groups, and professions:
  - (1) Mechanical contractor.
  - (2) Financial/mortgage lender/real estate.
  - (3) General contractor/builder.
  - (4) Electrical contractor.
  - (5) Plumbing contractor.
- The Construction Board of Adjustments and Appeals shall hear appeals and requests for variances from construction code requirements, as provided in this chapter. The board shall have no authority to waive requirements of the construction standards adopted in this chapter.
- The board shall submit to the City Council such recommendations for the adoption of the construction codes as it may from time to time deem necessary and to establish the minimum requirements to safeguard the public health, safety and general welfare, and provide safety to life and property from fire and other hazards attributed to the building environment.
- This Board is also responsible for approving abatement of substandard buildings
- *Currently 1 mechanical vacancy and 1 (alternate) (this is subject to change at any given time)*



# Golf Course Advisory Board

- The Golf Course Advisory Board makes recommendations to the city regarding matters pertaining to the golf course. This board meets as needed.
- The Board shall be advisory in nature, and shall review recommend golf course policy to the City Council for ultimate implementation by the City staff. The Board shall make approved copies of its minutes available to the City Council, upon request. The Board shall also review the proposed five-year golf course capital improvements plan and make recommendations for same to insure the conformance of the golf course facilities and programs to modern standards.
- The Board shall consist of five members to be appointed by the City Council,
  - one member to be nominated by the Lampasas Golf Association (must be member of the Hancock Golf Course)
  - one member to be nominated by the Lampasas Ladies Golf Association (must be member of the Hancock Golf Course)
  - two positions shall be comprised of members of City Council and
  - one member shall be an at-large member
- *Currently there are no vacancies; however we always take applications  
(this is subject to change at any given time)*



# Lampasas Economic Development Corporation

- The Lampasas Economic Development Corporation is responsible for promoting the economic development of the community through the coordinated actions of the City and the Chamber of Commerce. This board meets on the 3<sup>rd</sup> Wednesday of each month
- The Lampasas Economic Development Corporation is composed of seven members who serve two year terms. The business and affairs of the Corporation shall be managed by the Board of Directors (7). Directors shall be appointed by the City Council, and at least three directors shall be persons who are not employees, officers, or members of the City Council. Each director shall be a resident of the City and/or County, or as otherwise provided by applicable State law, and each is entitled to one vote upon the business of the Corporation.
- The governing body of the Lampasas County Commissioners Court and the Lampasas Independent School Board of Trustees may, at their discretion, appoint and/or reappoint, on an annual basis, a representative of their respective governmental units who shall participate in the work of the Board in an "ex officio" capacity. Each ex officio representative shall serve on the Board for a term of (1) one year. Ex officio representatives shall be encouraged to attend and participate fully in the discussions of and work of the Board but, as per the limitations of the State law, ex officio members shall not have voting rights or responsibilities on the Board.
- *Currently there are no vacancies; however we always take applications  
(this is subject to change at any given time)*



# Library Advisory Board

- The Board shall be advisory in nature, and shall review and recommend library policy to the City Council for ultimate implementation by the City staff. The Board shall make approved copies of its minutes available to the City Council, upon request. The Board shall also review the proposed five-year library capital improvements plan and make recommendations for same to insure the conformance of the library facilities and programs to modern standards promulgated by the Texas State Library and Archives Commission.
- The Board shall consist of nine members, all of which shall be residents of the library service area as outlined in the library circulation policy. A majority of the board shall be made up of members who reside within the city limits. Members shall serve without compensation. The library director, or their designated representative, shall serve as an ex-officio member of the board. This board meets on the 2<sup>nd</sup> Monday of each month at 9:00 a.m.
- *Currently there are no vacancies; however we always take applications  
(this is subject to change at any given time)*



# Parks and Recreation Advisory Board

- The Board shall consist of nine members appointed by the City Council of which five members shall be residents and qualified voters of the city and four members may be residents and qualified voters of Lampasas County. This Board meets once a month on the 3<sup>rd</sup> Thursday at 6:00 pm.
- Where possible, board membership shall consist of at least one representative from each of the following organizations:
  - Adult Softball Association or Lampasas County Little League Association
  - Lampasas Chamber of Commerce
  - Lampasas Independent School District;
  - the Oran Milo Roberts Chapter of the Daughters of the Republic of Texas;
  - Lampasas Spring Ho Festival, Inc.
  - The remaining four places shall be at large.
- *Currently there are no vacancies; however we always take applications (this is subject to change at any given time)*



# Parks and Recreation Advisory Board Cont.

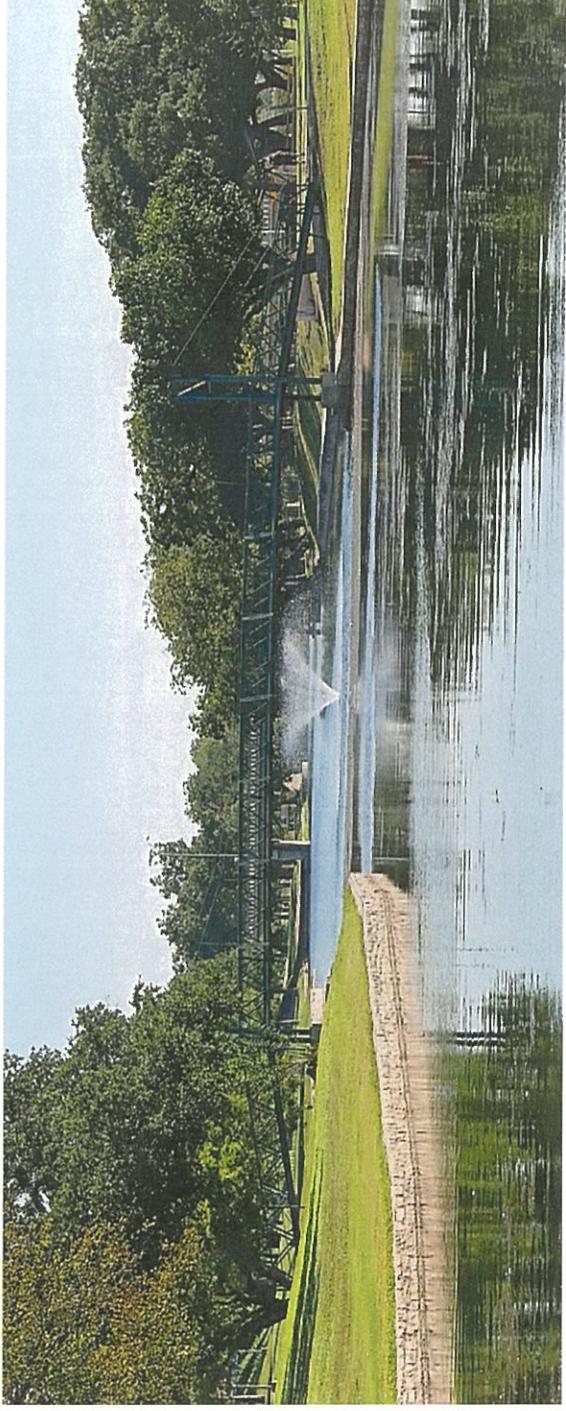
The Parks and Recreation Advisory Board shall have the power and it shall be its duty to:

- Make studies and project plans for the improvement of all existing and proposed public parks and recreation facilities and any lots or land, heretofore or hereafter devised or bequeathed to the City or purchased by such City for parks and recreation use, and make recommendations to the City Council for the development and improvement of such parks and recreation facilities.
- Aid and assist the City administration in procuring financial and other assistance for the improvement of public parks and recreation facilities from the state and federal government and their agencies.
- Conduct hearings, studies and surveys and make recommendations as directed by the City Council, City Manager, or City Community Development Director with regard to the use or acquisitions of assets, recreation programs, construction or upgrade of facilities, setting fees or making rules for facilities.
- Provide input to the annual budget process by developing estimates of costs for capital improvements and operations for existing or planned facilities in accordance with an agenda previously approved by the City Council.



## Parks and Recreation Advisory Board Cont.

- Develop, and annually update, a comprehensive plan for parks, recreation facilities and cemeteries for the city; prioritize projects; determine funding; and project locations and timelines.
- Consult with representatives of athletic or other recreational organizations, cemetery associations, etc., who will be affected by the city recreation, parks or cemetery programs or facilities; negotiate, develop, review and amend contracts with associations, as necessary; and evaluate existing recreation programs and make recommendations for new programs.
- Consider other parks and recreation policies and capital issues as assigned by the City Council.



# Planning and Zoning Commission

- In general, the Planning and Zoning Commission shall be an advisory body to the City Council, and shall make recommendations regarding amendments to the Comprehensive Plan, changes of zoning and zoning to be given to newly annexed areas, and shall make recommendations regarding the approval of plats of subdivisions as may be submitted to it for review and other planning related matters. The Planning and Zoning Commission shall conduct an annual review of the City's Comprehensive Plan and shall be prepared to make recommendations to the City Council as deemed necessary to keep the City's Comprehensive Plan current with changing conditions and trends and with the planning needs of the City. The Planning and Zoning Commission shall serve in an advisory capacity on any planning related item(s) in the City.
- City of Lampasas the "Planning and Zoning Commission", hereafter sometimes referred to as the "Commission", which shall consist of seven (7) members who are resident citizens, taxpayers and qualified voters of the City of Lampasas or Extraterritorial Jurisdiction (ETJ) and own real property inside the Lampasas City Limits. This board meets on the 1<sup>st</sup> Thursday of the month.
- *Currently there are no vacancies; however we always take applications*
- *(this is subject to change at any given time)*



# Zoning Board of Adjustments

- The Board of Adjustment meets on the 3<sup>rd</sup> Tuesday of the month at 6:00 p.m. and consists of (5) regular members and (4) alternate members who are resident citizens, taxpayers and qualified voters of the City of Lampasas or reside in the Extraterritorial Jurisdictions (ETJ) and own real property inside the City Limits and shall have the authority, subject to the standards established in Sections 211.008 to 211.011 of the Texas Local Government Code and those established herein, to exercise the following powers and perform the following duties:
  - A. Hear and decide an appeal that alleges error in an order, requirement, decision or determination made by an administrative official in the enforcement of this Ordinance;
  - B. Authorize the expansion or continuation of a nonconforming use or structure; and
  - C. Authorize in specific cases a variance (see Section 9.6) from the terms of this Ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the Ordinance would result in unnecessary hardship, and so that the spirit of this Ordinance is observed and substantial justice is done.
  - D. In exercising its authority under Subsection A above, the Board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision or determination from which an appeal is taken and make the correct order, requirement, decision or determination, and for that purpose the Board has the same authority as the administrative official.
  - E. The concurring vote of at least four (4) members of the Board is necessary to:
    - 1. Reverse an order, requirement, decision or determination of an administrative official;
    - 2. Decide in favor of an applicant on a matter on which the Board is required to review under this Zoning Ordinance; or
    - 3. Authorize a variance from the terms of this Zoning Ordinance.
- *Currently there is one alternate vacancy (this is subject to change at any given time)*



**THIS PAGE INTENTIONALLY LEFT BLANK**

  
City Manager

ITEM NO. WORKSHOP 6

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

---

---

**Subject:**

Discussion regarding Lampasas County Chamber of Commerce FY 2020/2021 Budget

Requested By: Melissa Unger, Chamber of Commerce Executive Director

Submitted By: Mandy Walsh, Economic Development Director

Date Submitted: July 22, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

Attachments: Lampasas County Chamber of Commerce Budget

---

---

**Summary Statement:**

Per the Tourism and Visitor Center Agreement by and between the Chamber of Commerce and the City of Lampasas, the Chamber will be providing Council an update of activity and budget request for FY 2020/2021

**Recommendation:**

Discussion and presentation only

Lampasas County Chamber of Commerce		Total Hotel Budget Amount		October 2020 - September 2021		Budget Request		2019-2020 Proj. Appr. Budget		2020-2021 Proj. Appr. Budget	
Expense	Description	2019-2020 Proj. Appr. Budget	2020-2021 Proj. Appr. Budget	2019-2020 Proj. Appr. Budget	2020-2021 Proj. Appr. Budget	2019-2020 Proj. Appr. Budget	2020-2021 Proj. Appr. Budget	2019-2020 Proj. Appr. Budget	2020-2021 Proj. Appr. Budget	2019-2020 Proj. Appr. Budget	2020-2021 Proj. Appr. Budget
Administrative Fee	Used for all staff salaries (Exec Director & Admin. Asst.)	47,840 / 11,950	45,360 / 11,340	72,000 / 32,800		78,000 / 31,200		80,000			
Visitor Center Seasonal Staff	March through December- Saturdays, 10am-4pm. Separate App For Funding Was Approved	16,500 / 1,620	1,620 / 1,620	1,914 / 1,914		1,800 / 1,800		1,800			
Lampasas Promotions	Tourism Ads Placed In Publications Outside The Immediate zip codes (76550, 76559, 76553).	4,814 / 4,914	5,309 / 5,309	Funding Approval as Quotes Come In		Funding Approval as Quotes Come In		??			
Visitor Center Brochures	Distribution of Brochures/Promo Items, including an inviting description with photos, annual events, etc. distributed to all travel centers, chambers, CVB's and DMO's.	(2015 / 2016) Visitor Center Displays 300 / 300	Visitor Center Signage 1,000 / 1,000	Funding Approval as Quotes Come In		Funding Approval as Quotes Come In		??			
Center Copies	Used for producing printed materials to promote the Lampasas Community.	6,949 / 2,500	6,949 / 2,500	6,949 / 2,500		4,500 / 1,800		4,250			
Postage	PO Box and Bulk Mail Dues, Postage Dues to mail relocation packets, travel information and other mailing requests.	1,000 / 600	1,000 / 600	1,000 / 400		1,200 / 480		1,400			
General Supplies	Bags, paper, envelopes, office supplies, used for the tourism information and business distribution	1,200 / 800	1,200 / 800	1,200 / 600		1,750 / 700		2,500			
Website	Visitor Center and Chamber of Commerce website and mobile app, hosted by Visitor Center Related.	3,132 / 1,566	3,132 / 1,566	3,408 / 1,993.20		4,008 / 1,602.20		3,750			
Phones & Internet	Daily phone calls and emails- Print packets, kiosk and visitor center related. Includes: computer & software	3,552 / 1,776	3,552 / 1,776	3,652 / 1,420.80		3,950 / 1,300		3,950			
Utilities	Expenses for electric, water and trash to operate the Visitor Center.	2,839 / 1,418	2,839 / 1,418	2,833 / 1,133.20		3,650 / 1,220		3,050			
Building	Expenses for Maintenance & Insurance Plans	2,310 / 1,155	4,785 / 2,393	4,785 / 1,914		5,015 / 2,006		5,500			
Annual Visitor Center Dues	Texas Assoc. Dues (TUA/TCCB/TIA/TACB/TIA)	800 / 800	907 / 907	907 / 907		800 / 800		400			
Hill Country Trail Region	Membership in the Hill Country Trail Region and travel to meetings.	300 / 300	950 / 950	300 / 300		400 / 400		0			
Tourism Conferences	Registration for Texas Travel Tourism Seminars and the TACVB Tourism Marketing Seminar and Vis for Bureau training	0		Submit Application for Attendance		Submit Application for Attendance		Submit Application for Attendance			
TOTAL FUNDING REQUEST											

## 2020-2021 Budget Explanation- Chamber of Commerce & Visitor's Center (Past 3 years & current request)

### ADMINISTRATIVE FEE

- 40% of total annual salaries
- Includes paychecks for Executive Director and Administrative Assistant(s)
- Currently, Jan and I are paid every other Monday
- 2017-18: Requested \$11,340.00; have used \$6779.44 after end of fiscal year
- 2018-19: Requested \$13,485.00, increased when I was hired to \$32,800- have used \$13,243.53 so far in Q1 & Q2
- 2019-20: Requested \$31,200, Admin Asst. \$1.00 increase in Jan. 2020- have used \$15,899.09 so far in Q1 & Q2
- **2020-2021: \$32,000 (Increase due to activating Admin. Asst. raise)**
  - This includes my salary of \$60,000.00 per year, Jan's \$11.00 per hour (4 days per week)- 30 hrs., includes room for salary increase. plus, payroll taxes.

### VISITOR CENTER SEASONAL STAFF

- 100% of Saturday staff pay, who is Visitor Center staff only; not Chamber staff (if Chamber questions are asked Saturday, and the employee doesn't know the answers, he/she either leaves Jan or I a message, or is free to call or text anything.)
- Paid on a bi-weekly basis.
- 2017-18: Requested \$1,620.00; have not used any of this amount after Q1 & Q2
  - Operating hours of the Visitor Center in this year's agreement were 10am-4pm, May through December, on Saturdays
- 2018-19: Requested \$2,392.50- \$1914.00- approved- balance of \$144.62 left over after end of fiscal year
  - Operating hours of the Visitor Center in this year's agreement are 830am-12pm & 1pm-5pm, March through December, on Saturdays- Remained 10am-4pm
- 2019-2020: Requested \$1,800
  - Kept the hours and rate the same and decreased the request
- **2019-2020: Requested \$1,800 (Stayed the same)- Did not incur the expense March-May of 2020 due to COVID**

### LAMPASAS PROMOTIONS/VISITOR CENTER BROCHURES

- 100% Tourism advertisements placed in publications outside the immediate zip codes; distribution of brochures in the Visitor Center office, as well as distribution to other travel centers, chambers, etc. in the state of Texas
- Some advertisements include ads placed in magazines like 101 Fun Things to do in the Highland Lakes, Visitor or Travel Guides in surrounding counties, etc.
- 2017-18: Requested \$5,309.00; have used \$1,880.00 as of Q1 & Q2
- 2018-19: Requested \$10,000.00- Funding available upon request instead of approved amt.- was approved
  - This is to be able to place advertisements in farther-reaching areas than the surrounding counties, and possibly places like Texas Highways Events magazine and publications of the like
  - This is also to be able to produce new brochures (the latest ones are dated 2016) with a 12 to 18 month shelf life. I am looking into booklet-style brochures, with listings for everything Lampasas has to offer, instead of having 3 or 4 different brochures for the different things to do. These brochures would also go to surrounding county Visitor Centers and Chambers, as well Visitor Centers and Chambers across the state (we get requests for these statewide). Need Lampasas tourism pieces/maps/display materials.
- (Added) 2019-20: Requested \$8,000.00- Reduced to \$3,603 for projects in the works. Each request after was presented per project.
- **2020-2021: Did not include a request as requests will be made per project.- Using website for more marketing.**

### COPIER/COPIES

- 40% Used for producing printed materials to promote the Lampasas community.
- 2017-18: Requested \$2,500.00; have current balance at the end of fiscal year of <-\$640.71>
- 2018-19: Requested \$1,900.00, but approved at \$2,500. A balance of \$741.31 left over after end of fiscal year
- 2019-20: Requested \$1,800.00
- **2020-2021: Requested \$1,700 (less than last yr.)**
  - New lease and contract, more included with less overage. \$332 x 12 mths. Plus quarterly copy fee if any, prop. taxes, now printing own letterhead & envelopes; included in this cost.

## POSTAGE

- 40% PO Box and bulk mail dues; postage dues to mail relocation packages, travel information and other material requests from visitors on website, in person and on the phone.
- 2017-18: Requested \$600.00; balance of \$66.41 after end of fiscal year
- 2018-19: Requested \$400.00; balance of \$67.86 left over after end of fiscal year
  - Decreased amount requested due to non-usage of funds because of the higher amount of digital material sent, as opposed to material sent through the PO
- 2019-20: Requested \$480.00
  - Postage fee increase
- **2020-2021: Requested \$560 (Increase due to mailing more due to COVID & community mailings)**

## GENERAL SUPPLIES

- 40% needed to include bags, paper, envelopes, etc. to be used for the distribution of tourism information.
- 2017-18: Requested \$800.00; balance of \$192.08 after fiscal year ended
- 2018-19: Requested \$500.00; negative balance of <\$184.88> after fiscal year ended
  - Decreased amount due to non-usage of funds in current fiscal year and previous fiscal year
- 2019-20: Requested \$700.00
  - New letterhead/envelopes/etc. supplies
- **2020-2021: Requested \$1000 (Increase due to re-branding & renovations to VC)**

## WEBSITE

- 40% of website traffic is attributed to Visitor Center- Determined at last budget meeting
- GrowthZone, formerly ChamberMaster, is our website host.
- 2017-18: Requested \$1,566.00 (kept same amount from previous year); have used \$1,049.00 so far for Q1 & Q2; will not have a balance at the end of this fiscal year
- 2018-19: Requested \$1,192.80, \$1363.20- approved; negative balance of <\$292.80> after fiscal year ended
  - This is based on 40% of the GrowthZone payments of \$284.00 per month for 12 months;
- 2019-20: Requested \$1,603.20
  - increase due to utilizing their credit card service feature to \$304.00 a mth.- \$284 a mth. + \$20 a mth. Fee for CC services and got rid of all other CC processing fees
- **2020-2021: Requested \$1500 (Decrease due to processing fees & not much CC activity in previous year)**

## PHONES & INTERNET

- 40% of the daily phone calls and emails are tourism and Visitor Center related. We currently document number of phone calls.
- This includes our monthly payments to AT&T for our landlines and internet, as well as Dell Financial Services, for our computers. (Dell Financial: we make payments on our computers. The payments are around \$25.00-\$27.00 per month, and we have a current balance of around \$700.00 to pay off.)
- 2017-18: Requested \$1,776.00; balance of \$954.35 left after end of fiscal year
- 2018-19: Requested \$1,200.00, \$1420 approved; balance of \$497.17 after fiscal year ended
- 2019-20: Requested \$1,300.00
  - No longer paying DELL CC- paid off, Went down to (1) phone line and better AT&T package
- **2020-2021: Requested \$1,420 (Increase due to Internet, Computer & Software purchase)**

## UTILITIES

- 40% of the total expenses for water, electric and trash to operate the Visitor Center.
- This includes payments made to Lampasas Public Utilities.
- 2017-18: Requested \$1,416.00; kept same as previous year; balance of \$320.99 left after end of fiscal year
- 2018-19: Requested \$1,000.00, \$1133.20 approved; negative balance of <\$155.29> after fiscal year ended
- 2019-20: Requested \$1,220.00
  - Utility bill rate increase
- **2020-2021: Requested \$1220 (Stayed the same)**

## BUILDING

- 40% of the total expenses for maintenances and insurances for the office building.
- This includes payments made to the pest control company, the lawn service, and our insurance (Western Commerce Bank; through Pflugerville Insurance Company).
- 2017-18: Requested \$2,393.00; have balance of \$912.32 after fiscal year end
- 2018-19: Requested \$2,392.50, Approved for \$1,914.00
- 2019-20: Requested- \$2,006
  - Have not received insurance quote for next fiscal year prior to submitting this budget.
  - We clean the building ourselves based on need. A quarterly deep cleaning may be considered.
- **2020-2021: Requested- \$2,200 (Increase due to maintenance projects & premium increases)**

## ANNUAL VISITOR CENTER DUES

- 100% Dues to TTIA, TACVB, TCCE, TIA, THLA
- 2016-17: Requested \$800.00; had balance of \$300.00 after fiscal year completed
- 2017-18: Requested \$907.00; current balance of \$657.00, which will be used during Q3 & Q4
- 2018-19: Requested \$907.00; dues are not expected to increase, have balance of \$497.17 after fiscal year end
- 2019-20: Requested \$800.00
  - Dues are not expected to increase, and some memberships being reconsidered
- **2020-2021: Requested- \$400 (Decrease due to surplus from previous year, reduced memberships)**

## HILL COUNTRY TRAIL REGION

- Membership in the Hill Country Trail Region and travel to meetings
  - (Has only been used for membership; not travel).
- 2017-18: Requested \$950.00; have not used these funds yet
  - \$650.00 of this is to stay on the Texas Hill Country Trail Passport for the next 3 years.
- 2018-19: Requested \$300.00
  - Will not need the extra \$650.00 from the previous year, since the shelf life of the passports will be 3 years.
- 2019-20: Requested \$400.00
- **2020-2021: Requested- \$0- Not Requesting (reevaluating the partnership)**

## TOURISM CONFERENCES

- These are submitted as they come up, like event funding
- 2018-2019- \$600+ used (estimate & receipts submitted)
- 2019-2020- \$400 Not Used
- **2020-2021: Requested- \$0- Not requesting**

## EVENT FUNDING

- This goes event by event and is brought with an application to Council for approval
- HOT Funding to be utilized for advertising and other materials purchased/rented to host the event
  - Some examples of this are the buses for Wine Tour, the timing company for 10K, sanctioning for BBQ and Production company Riata, etc.

**THIS PAGE INTENTIONALLY LEFT BLANK**

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

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

Council Members present:

Chuck Williamson  
Randy Clark  
Mike White  
Cathy Kuehne

Council Members absent:

Misti Talbert  
Delana Toups

City Staff Present:

Finley deGraffenried, City Manager  
Rickie Roy, Assistant City Manager  
Christina Marez, City Secretary  
Becky Sims, Zoning Administrator  
Monica Wright, Information Systems Director  
Yvonne Moreno, Finance Director  
Sammy Bailey, Police Chief  
Chuck Montgomery, Police Lieutenant  
Jeremy Herring, Police Officer  
Jeffry Smith, Fire Chief  
Robert Gradel, Municipal Court Judge  
Van Sims, Water/Wastewater Operations Manager

**WORKSHOP SESSION**

**5:30 p.m.**

1. Call to order Workshop Session

Mayor Pro Tem Monroe called the Workshop Session to order at 5:30 p.m. She noted the telephone number to call in for any comments or questions is 512-556-0332.

2. Discussion regarding CIP Report.

CIP members present included: Donnell Rathman, Diana Hodges, and Neal Leavell (Council member Chuck Williamson is also a CIP member)

City Manager deGraffenried explained that the CIP Committee had met five times since February 6, 2020. With the COVID-19 pandemic, it resulted in a gap of 90 days between meetings from March 5, 2020 to June 11, 2020. He noted to Council that this CIP Committee is a strong committee. This Committee is strongly engaged in the community through other civic organizations, City committees or sits on City Council. This Committee's input is extremely valuable.

deGraffenried explained that the CIP Report is compiled in the format adopted by the Committee over the past eight years with some additional detail and modification added. The Report includes assessment and needs related to Public Facilities, Infrastructure and Capital Projects. Also included now is Fleet and Equipment Forecast and listing of Major Maintenance Items.

deGraffenried reviewed some of the following meeting agendas:

- Review of Capital Projects from 2013 to current.
- Discussion regarding planning and engineering projects that will affect future CIP schedules through the identification of recommended capital projects.
- Inclusion of Technology and Planning Projects is now included in the 2021-2025 Plan.
- Discussion regarding assessment and upgrade of the Hostess House in relationship to a new Civic Center.
- Discussion regarding possible uses of the basement of the Calvert Municipal Building.
- Discussion regarding additional preventative maintenance items on the Major Maintenance schedule.
- Discussion regarding a Comprehensive Signage Plan to be consistent and more traveler friendly.
- The Committee discussed items and strategies not directly related to specific projects or facilities, including:
  - The interface with City Council and other Departments and the desire to meet more frequently.
  - The comparison of leased fleet and apparatus as opposed to outright purchase.
  - The need to investigate alternative funding sources and options including grant funding and funding out of Operating Funds.
  - Tree trimming program.
  - The preparation and plan for future growth, particularly as it relates to Public Safety facilities, infrastructure, and communications.
  - Investigation and implementation of a Dark Sky Program.

deGraffenried reviewed the following:

- Areas of emphasis
  - The CIP Committee's position and role is to identify and program projects and the role of Council is to ultimately prioritize, fund and implement projects such as the following items that had significant discussion:
    - Public Safety Communications, radios, consoles and repeater.
    - Support and resources for expanded internet options, service and speed.
    - Retaining wall rehabilitation at Sulphur Creek.
    - With the LEDC, development and extension of utilities in Phase I of the Business Park.
    - Water system looping and projects related to on-going study including pretreatment and upper pressure plane.
    - Upgrades to the Hostess House by means of HOT resources prior to further investigation of construction of a Civic Center.
    - Possible addition of a covered pavilion at Campbell Park in cooperation with Vision Lampasas.
    - Equipment, heavy equipment, and public safety apparatus should be funded before equipment becomes unserviceable.
    - Development of a Signage Plan for wayfinding, City facilities and vehicles.

- Assessment of security systems for critical infrastructure such as public facilities and recreation sites.
  - Public Facilities
    - During the past year, upgrades have included the addition of two park restrooms, completion of the Calvert Municipal Building and Water/Wastewater Shop and Lab. Public facility discussion items included:
      - Investment, with HOT Funds if possible, in the Hostess House and Colored School in deference to investigation and investment in a Civic Center. The Committee felt that the expenditure and upkeep of current facilities was more compelling than investment in new facilities.
      - Additional work to exterior and basement space of the Calvert Municipal Building, including lighting, landscaping, irrigation, and accessibility.
      - Planning should begin for facilities to meet the needs of future growth including a Fire Department Substation.
      - Several upgrades are programmed for existing facilities including upgrades to the IT Office, Police Department, Hanna Springs, and the Electric/Street Department Shop.
  - CIP FY 2021-FY 2025 Projects
    - The Committee identified and programmed 82 projects to meet the needs of the City in the next five years.
    - Highlighted projects include:
      - Street improvements: Third Street from Key Avenue to Western Street; Third Street from Hackberry Street to the bridge; and, 6<sup>th</sup> Street to 10<sup>th</sup> Street between Broad Street and Walnut Street.
      - Busines Park Phase I road, drainage, water, sewer, and electric extensions.
      - Four water looping projects.
      - Sewer Plant upgrades to headworks and Pretreatment Facility.
      - Upgrades and expansion of Park facilities including practice field development at 580 Sports Complex; trail enhancement and extensions; covered pavilion at Campbell Park and retaining wall at Sulphur Creek.
      - Public Safety communications.
      - Cost share with WCID and State Water and Conservation Board to upgrade identified flood control dams to high hazards.
      - Investment in Planning and Engineering for Interceptor Capacity Study; Water Modeling; Parks Master Plan; Zoning Regulations; and Airport Terminal Area Plan.
      - Support of enhanced internet speeds, service and options.

deGraffenried asked if any CIP members had any comments to make. Council member Williamson asked the new CIP members Leavell and Hodges their thoughts of the process.

Dianna Hodges, CIP member, said that she was happy to see the emphasis that the City has on maintaining the equipment that they have now and already have a Schedule Maintenance Plan in place. She was also happy of the emphasis the City has on safety. As to the Hostess House, she was greatly surprised of the maintenance list that was needed for the building to meet City Codes and that was the reason she felt strongly about using Civic Center Funds to do those needed upgrades. The City should not be renting the Hostess House with it needing so many repairs. She is very interested in the Signage Plan, as well as the Dark Sky Program, which she would be interested in assisting with the start of this program.

Neal Leavell, CIP member, said that he also was happy to see the strong emphasis on safety and communication, and security at some City facilities. High priority to him is internet service.

After some brief discussion on a Fire Department Substation and internet service, City Manager deGraffenried and City Council thanked the CIP Committee for their attendance and their work on the CIP report. Mayor Pro Tem Monroe called for a brief break to move tables and chairs.

### 3. Discussion regarding initial projections for FY20/21 Budget.

City Manager deGraffenried explained that the City is not as far along as he would like to be, but the City is in a good position. The City's overall financial health continues to be good which is a credit to the leadership of our Council. The estimates and year end projections are very conservative and most likely will be better than what you see on paper. He said that City Staff is estimating the year end projections in Total Operating Funds to be a surplus of a little over 1 million. City Staff believes that these are solid numbers and could actually be better at the end. Positive things have happened in this unique year.

deGraffenried reviewed the following:

- He spoke about not having to make a transfer from the Electric Fund to Fund 22 this year. Though it is budgeted, it has not been necessary to do.
- The City could use Excess Fund Balance for some Capital priorities.
- Overall, the City is financially in a healthy position.
- He reviewed the Non-Operating Funds
  - Fund 68 \$584,072.00
  - Fund 63 used for W/WW Shop
  - Fund 64 used for W/WW Shop
  - HOT Funds \$1,440,615.00
- He reviewed the Year End Projections
  - General Fund \$175,221.00
  - Water/Wastewater \$358,636.00
  - Electric \$528,492.00
  - Airport \$ 7,425.00
  - Total Operating \$1,069,774.00
- Budget Trends and Assumptions
  - Valuations – the taxable valuations have gone down
  - Sales Tax – jumped up approximately 20 percent in July 2020 from the same period a year ago – He'll provide additional information under his City Manager report.
  - Health Insurance – pleased to report 5.29 percent decrease/same coverage/same plan-\$70,000.00 savings to the City
  - Insurance – the City will see a slight decrease on workers comp insurance rates
- Use of Fund Balance
  - Public Safety Communications
  - Unspecified Pretreatment project
  - Minor facility upgrades
  - Signage Plan
- HOT Funds
  - MEP/Code Survey Hostess House
  - Historic Colored School continued upgrades
- Accelerated Fleet Purchases
  - Patrol
  - Pickup
- Additional budget topics
  - Workshop dates

- Rates and Fees
- Compensation
- Agency requests – WCID; LCHEC, etc.
- Proposed Tax Rate – possible discussion at the July 27, 2020 Council meeting

Council member Clark noted a few items for discussion during the budget process to include the Wastewater and Pretreatment Facility, the Business Park and employee compensation.

Mayor Pro Tem Monroe asked for a tour of the new Wastewater building at one of the scheduled budget workshops.

4. Discussion and updates regarding COVID-19.

Jeff Smith, Fire Chief, reviewed the following:

In Texas:

- 264,313 total positive cases
- 3,235 deaths
- 124,659 active cases
- 10,405 hospitalized today
- 63,000 new cases staggering in one week
- Positivity rate is 16.85 percent

County of Lampasas

- 72 positive cases
- 33 active cases
- 2 hospitalization required
- He reviewed the cases by ages groups

5. Discussion regarding any item on the regular agenda

There was no discussion.

6. Adjourn Workshop Session

Council member Williamson moved to adjourn the Workshop Session at 6:41 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Talbert and Toups absent)

A brief break was taken before going into Regular Session.

<p><b>REGULAR SESSION</b> <b>6:00 p.m.</b></p>
--

**ANNOUNCEMENTS**

A. Call to Order

Mayor Pro Tem Monroe called the Regular Session to order at 6:51 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

- Swearing in of Jeremy Herring

Chuck Montgomery, Police Lieutenant, introduced Jeremy Herring. Mr. Herring comes from working with the County of Lampasas for 13 years.

Municipal Court Judge, Robert Gradel, administered the Oath of Office to Jeremy Herring and Jeremy's wife pinned his badge on him.

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

There were no citizen comments.

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter <b>that is included</b> on the Agenda may do so at this time.
-----	---

There were no citizen comments.

1.3	Public hearing to receive citizen comments regarding a request to rezone property from Single Family Residential -20 "SF-20" to Single Family Residential-8 "SF-8". The property is described as 1 acre, ABST. 0419 of the LHW Johnson Survey; commonly known as 1205 S. Willis Street, Lampasas, Texas Lampasas County.
-----	--

Becky Sims, Zoning Administrator, explained that the property owner is requesting to rezone 1 Acre, ABST 1419, LHW Johnson Survey, commonly known as 1205 S. Willis Street, Lampasas, Texas from Single Family Residential-20 "SF-20" to Single Family Residential-8 "SF-8".

Sims provided the following information:

- She mailed eight (8) letters to property owners within 200 feet of the applicant's property.
- She received one (1) letter in favor of the request and none in protest.
- She said that this rezone request was heard by the Planning and Zoning Commission on July 2, 2020 and recommended approval.

Mayor Pro Tem Monroe opened the public hearing for any citizen comments. There were no comments.

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

1.4	Public hearing to receive citizen comments regarding a request for a Specific Use Permit (SUP) to allow for <i>permanent makeup tattooing</i> in an area zoned Commercial "C", the property is described
-----	--

as 1.89 acres, ABST. 0419 LHW Johnson Survey; commonly known as 301 S Highway 281 Suite D (Lotus Beauty Spa & Salon), Lampasas, Texas, Lampasas County.
---

Becky Sims, Zoning Administrator, explained that the property owner, Sandy Irvin, and applicant, Marla Wimp Nier, are requesting that City Council consider granting their request for a Specific Use Permit to allow for Permanent Makeup Tattooing inside Lotus Beauty Spa and Salon; located at 301 S Highway 281 Suite D, Lampasas, Texas.

Sims reviewed the City’s Zoning Ordinance use definition and allowed zoning district that would allow this requested use with a Specific Use Permit:

- STUDIO, TATTOO OR BODY PIERCING - A building or portion of a building used for selling and/or applying tattoos (by injecting dyes/inks into the skin), and/or for piercing the skin with needles, jewelry or other paraphernalia, primarily for the purpose of ornamentation of the human body.
- COMMERCIAL “C” - Permitted in District with SUP, STUDIO TATTOO OR BODY PIERCING

Sims also provided the following additional information:

- She mailed four letters to property owners within 200 feet.
- She received two letters that were in favor of the request and none in protest.
- She said that this request was heard before the Planning & Zoning Commission on July 2, 2020 and recommended approval.

Sims informed Council that Marla Nier, requestor, was present to answer any questions.

There was brief discussion about this request for Permanent Makeup Tattooing not being the same as the normal Tattooing that most people are familiar with.

Mayor Pro Tem Monroe opened the public hearing for any citizen comments. There were no comments.

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

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on June 22, 2020

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from June 1, 2020- June 30, 2020
3.2	Discussion and possible action regarding the second reading of an Ordinance of the City of Lampasas, Lampasas County, amending Chapter 78, Traffic and Vehicles, Article III, Stopping, Standing and Parking; and amending Section 78-214, and adding Article VI prohibiting commercial vehicle parking in residential areas providing prohibitions, restrictions, temporary exceptions by permit for commercial vehicles to park upon residential streets; providing for repeal

	of ordinances that conflict; providing savings, severability clause; effective date and penalty not to exceed five hundred dollars for each offence; declaring an emergency and providing for related matters.
3.3	Discussion and possible action regarding the second reading of an Ordinance amending Appendix A Fee Schedule of the Code of Ordinances setting a fee for Chapter 78, Traffic and Vehicle Section 78-214 thru 78-214.012 and containing a severability clause and an effective date.

Council member Clark requested that Item 3.3 be removed from the consent agenda for separate consideration. He then moved to approve Items 3.1 and 3.2 as presented. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Talbert and Toups absent)

3.3	Discussion and possible action regarding the second reading of an Ordinance amending Appendix A Fee Schedule of the Code of Ordinances setting a fee for Chapter 78, Traffic and Vehicle Section 78-214 thru 78-214.012 and containing a severability clause and an effective date.
-----	---

Due to this item being the first reading of this Ordinance rather than a second reading as posted, Council member Clark made the motion to approve the first reading of an Ordinance amending Appendix A Fee Schedule of the Code of Ordinances setting a fee for Chapter 78, Traffic and Vehicle Section 78-214 thru 78-214.012 and containing a severability clause and an effective date. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Talbert and Toups absent)

4.0	BOARDS/DEPARTMENT REPORTS
-----	---------------------------

There were no board or department reports.

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- 3<sup>rd</sup> Street Drainage - Based on comments received, City Staff has reviewed possible drainage improvements on East Third Street between Western Street and Live Oak Street. During a recent rain event, City Staff observed that there is some impact to drainage from the south of Third Street, however; much of the surface drainage is also directed to 4th Street. Rain generally stayed in the gutter line, with the exception of Western Street to Live Oak Street, and subsequently City Staff has shot elevations on the south gutter line, which validated lack of fall from the alley to Live Oak Street. City Staff will continue to monitor and investigate options with our consulting engineer and communicate possible solutions to the CIP Committee and Council.
- CPAC - As Council is aware, our recent CPAC meeting was postponed due to the spike in confirmed Covid-19 cases in the County. He said that he believes the best engagement and input for a project of this scope remains face to face, and the best ideas are often a synthesis of group discussion. With the project nearing completion, City Staff seeks Council input on the possibility of a series of small group discussions related to the final parts of the Plan including recommendations and implementation. City Staff remains in close contact with our consultants regarding the transition to approval and implementation.
- Sales Tax - As Council may have heard, our Sales Tax allocation for July from the Comptroller's Office is up 26.6% from the same period a year ago. Additionally, the \$193,607.00 payment represents one of the largest single month totals for the City. Receipts reflect May sales, when some of the economy was reopening. At this time, City Staff can only make assumptions regarding the sectors that are driving the results, and certainly many of our small businesses continue to be

challenged by restrictions and reopening. If additional explanation can be found, City Staff will forward the information.

- EDA Update – He made no comment on this item since it was not included in his report.
- Certified Roll - This week the City received the Certified Roll from the Lampasas County Appraisal District for market and taxable valuations. For 2020, total market value for the City is \$519,339,579.00, and total taxable value is \$436,253,329.00 with \$33,191,540.00 under protest. In 2019 the City’s market value was \$506,231,070.00 and taxable value was \$439,307,980.00 with \$18,069,070.00 under protest.
- Business Support – Yvonne Moreno, Finance Director, reports that the Getting Back to Business Utility Program helped 40 Lampasas businesses at a total cost of \$40,720.22. Originally, City Staff communicated the total impact could be on the order of \$75,000.00.
- IPADS – City Staff seeks Council input on the replacement and usefulness of I-Pads for Council meetings and agenda information. Over the past several years, most Council members have elected to receive paper packets, and as the hardware has become obsolete, City Staff seeks input prior to investment in new I-Pads. If other questions remain for Council, City Staff is pleased to provide additional information or research. After the City Manager discussed this item with Council, most Council members were not interested in an I-Pad. Most preferred a paper Council packet.

5.2	MAYOR’S COMMENTS
-----	------------------

Mayor Pro Tem Monroe wished the Mayor and her family a speedy recovery.

6.0	UNFINISHED BUSINESS
-----	---------------------

There was no unfinished business.

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

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

- Entry 1, “We are all in this together” submitted by Candice Goggans
- Entry 2, “Courthouse Flags” submitted by Regina Morgan
- Entry 3, “Courthouse” submitted by Roland Johnson
- Entry 4, “Healing Waters of Hancock Springs: A Summer Not Lost 2020” submitted by Rachel Gill
- Entry 5, “One of Texas Hidden Gems” submitted by Rachel Gill

Council member Kuehne moved to select Entry 4 “Healing Water of Hancock Springs: A Summer Not Lost 2020” submitted by Rachel Gill as the winner of the photo contest winner. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Talbert and Toups absent)

7.2	Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential -20 “SF-20” to Single Family Residential-8 “SF-8”. The property is described as 1 acre, ABST. 0419 of the LHW Johnson Survey; commonly known as 1205 S. Willis Street, Lampasas, Texas Lampasas County.
-----	---

Becky Sims, Zoning Administrator, explained that this item was presented in Public Hearing.

Council member Kuehne moved to approve the first reading of an Ordinance to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential -20 "SF-20" to Single Family Residential-8 "SF-8". The property is described as 1 acre, ABST. 0419 of the LHW Johnson Survey; commonly known as 1205 S. Willis Street, Lampasas, Texas Lampasas County. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Talbert and Toups absent)

7.3	Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for <i>permanent makeup tattooing</i> in an area zoned Commercial "C", the property is described as 1.89 acres, ABST. 0419 LHW Johnson Survey; commonly known as 301 S Highway 281 Suite D (Lotus Beauty Spa & Salon), Lampasas, Texas, Lampasas County.
-----	---

Becky Sims, Zoning Administrator, explained that this item was presented in Public Hearing.

Council member Williamson moved to approve the first reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for *permanent makeup tattooing* in an area zoned Commercial "C", the property is described as 1.89 acres, ABST. 0419 LHW Johnson Survey; commonly known as 301 S Highway 281 Suite D (Lotus Beauty Spa & Salon), Lampasas, Texas, Lampasas County. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Talbert and Toups absent)

7.4	Discussion and possible action regarding Scott & White Insurance Rates for the FY 2020/2021.
-----	--

City Manager deGraffenried explained that the City received its annual renewal rates from Scott & White Plan for FY 2020/2021. The proposed rate is approximately a 5.29 percent (5.29%) decrease in the rates compared to current rates. The renewal provides the same level of benefits for the employees as the current coverage.

Council member Clark moved to approve the renewal rates with Scott & White Insurance for FY 2020/2021 and authorize the City Manager to execute related documents. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Talbert and Toups absent)

7.5	Discussion and possible action regarding use of Joint Use Facility Funds for actuator at the 190-meter valve.
-----	---

Van Sims, Water/Wastewater Operations Manager, explained that the Kempner Water Supply Corporation (KWSC) has requested consideration of the use of the Joint Use Facilities Fund to cover the costs of the actuator at the 190 meter valve. This will allow KWSC to force water through 580 when water needs in the area require more water than currently provided. The attached invoices reflect the cost to be \$7,514.35 for the actuator that does not include the estimated cost of SCADA programming in the amount of \$3,000.00. The City must approve the expenditure from the Joint Use Facilities Account, which as of June 22, 2020 had a balance of \$810,719.22. He reminded Council that approval was granted in the amount of \$47,208.57 on June 22, 2020 for media replacement at the Central Texas Water Treatment Plant.

Sims said that the SCADA programming will come later and is requesting the use of the Joint Use Facility Funds not to exceed \$12,500.00.

Council member Clark moved to approve the use of Joint Use Facility Funds for actuator at the 190-meter valve in an amount not to exceed \$12,500.00. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried. (Talbert and Toups absent)

7.6	Discussion and possible action regarding specific local emergency orders related to COVID-19 Pandemic
-----	---

City Manager deGraffenried said that there was no need for any specific local emergency orders at this time.

There was no action taken.

7.7	Discussion and possible action regarding approval to declare multiple overstock and obsolete items in the Water and Wastewater inventory as surplus and allow Staff to dispose of as State Law allows.
-----	--

Van Sims, Water/Wastewater Operations Manager, explained that the current water and wastewater inventory have multiple obsolete, overstocked, damaged, or deteriorating items in its inventory. He provided photographs of the items in question. He said that in effort to reduce inventory, he was requesting Council's authorization to deem these items as surplus and allow the Department to dispose of the items according to State Law.

Council member Williamson moved to approve to declare multiple overstock and obsolete items in the Water and Wastewater inventory as surplus and allow Staff to dispose of as State Law allows. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Talbert and Toups absent)

7.8	Discussion and possible action regarding the award of quote to Air-Mac for the purchase of a 60 horsepower Gardner Denver Blower Unit for the Ajinomoto Pretreatment Plant not to exceed \$10,153.00.
-----	---

Van Sims, Water/Wastewater Operations Manager, explained that this item was placed on the agenda for Council's consideration and approval to replace a blower unit at the Ajinomoto Pretreatment Plant. After City Staff and electricians examined the blower unit and the motor, it was found that a bad bearing in the blower was causing the motor to trip a breaker. He noted that the last time a blower unit was put in was back in February 2010 by Operations Management International (OMI), the City's previous water/wastewater services provider.

Sims noted in his report that the procurement process was followed by obtaining quotes from three (3) vendors:

- 1) Air-Mac for \$10,153.00
- 2) Environmental Improvements Inc., for \$12,351.00
- 3) Newman Regency Group – no response received

Council member Clark moved to approve the award of quote for the purchase of a Gardner Denver Blower Unit from Air-Mac in the amount of \$10,153.00 for the Ajinomoto pretreatment plant and authorize the City Manager to execute all related documents. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Talbert and Toups absent)

Adjourn

Council member Kuehne moved to adjourn the meeting at 7:23 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Talbert and Toups absent)

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

\_\_\_\_\_  
T. J. Monroe, Mayor Pro Tem

ATTEST:

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

  
City Manager

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

---

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

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

Date Submitted: July 22, 2020 For the Agenda of: July 27, 2020

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

**Summary Statement:**

---

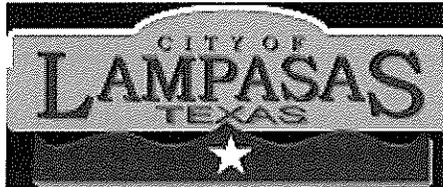
The weighted average maturity of City investments is 18 days.

The City's yield to maturity is 0.9999

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$2,361,356.59	14.27%
TexStar	\$1,626,783.65	9.83%
Bancorp South	\$3,663,954.51	22.14%
Money Market	\$3,878,401.02	23.44%
Frost Bank	\$ 8,220.98	0.05%
Municipal Bonds (Safekeeping)	\$5,008,749.68	30.27%

---

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



**Monthly Investment Report  
June 30, 2020**

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

# Re-Open, Re-Close, Repeat

Rising virus cases and risk aversion go together. The broad resurgence of Covid-19 cases, as governments and businesses attempt to reopen and regain some normalcy, is a constant threat to the economy and the all-important consumer spending which drives it. But the government and businesses have to keep trying to re-open. Unfortunately, when the re-open was attempted in June, a major resurgence of the virus occurred and every such reversal tends to threaten the longevity of the ultimate rebound.

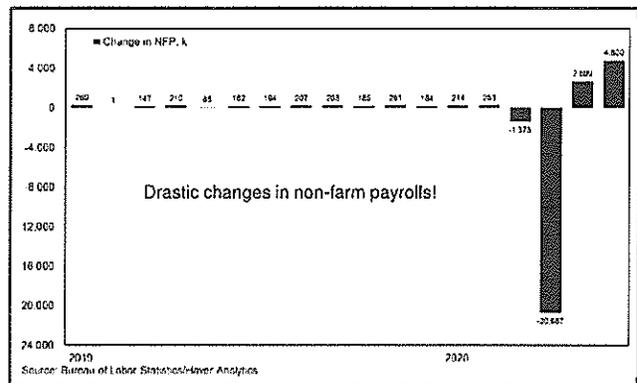
The debate on the V recovery has subtly changed to the depth of a U shape. It is clear that the overall recovery will be bumpier and more complex than anticipated. Before the strong resurgence of Covid-19 cases in June, we temporarily saw a major resurgence in the economy that would seem to indicate that it will be possible to get things moving again once somewhat normalized.

The hope of re-opening brought personal spending back by a record 8.2% after a disastrous decline in April. It was a mirrored comparison to income, which rose in April and declined in May. It appears when consumers get money they spend it! Retail spending hit a record 17.7% increase in May before its backtracking in June. This is a cycle that will probably repeat itself in future months.

Manufacturing made surprising gains as did housing permits and starts. It is retail and service industries which continue to falter.

Obviously payrolls have been the hardest hit, but in June the economy did add 4.8 million jobs – the largest gain on record and the unemployment rate dropped to 11.1% (from 15%). Even more important the underemployment number dropped from 21.2% to 18%. Job separation continues to stay high, but it was offset with an inflow of jobs re-added with the re-opening. The slow rate of re-openings, or a major resurgence of the virus, will raise the risk of a slower job growth for the rest of 2020.

Meanwhile, Congress continues to CARE(S) with stimulus programs for small business and households and that is expected to continue as we begin to approach WWII levels.



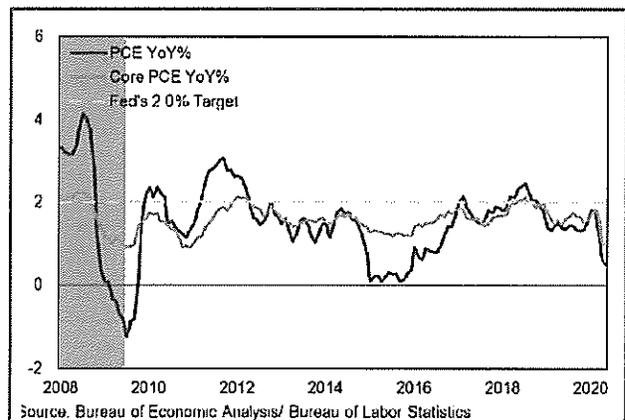
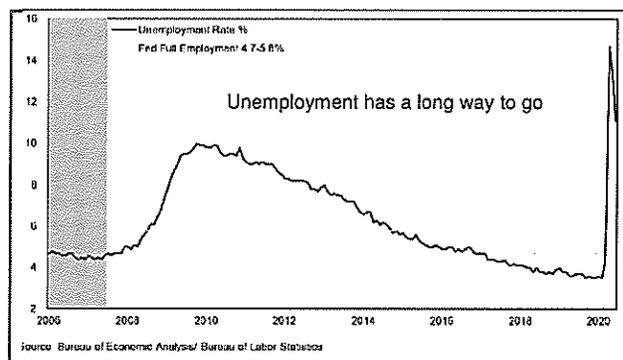
## Monetary and Fiscal Efforts

Along with Congress' support efforts, the Fed's FOMC is taking unprecedented actions to combat the impact of the virus. Despite the fact that market liquidity has improved, they have rolled out more programs to support business and move funds into the economy. St. Louis Fed President Bullard has been speaking a lot about the possible wave of bankruptcies, which would then feed into a wider financial crisis. The extreme support for business and government does raise the question of an asset bubble as a possible side effect from the measures. The Fed is trying to prevent a replay of the financial crisis (and conditions in March) when traders wouldn't buy at any price, but appear to be buying everything in sight.

The Fed's PMCCF (Primary Market Corporate Credit Facility), rolled out in June, has again raised these questions as the Fed is trying to provide a backstop for corporate debt to eligible issuers. The Fed will now buy whole corporate issues and up to 25% of bonds in syndicate. The program is designed to minimize disruptions, which have been felt by even highly rated companies that need liquidity in order to pay off maturing debt and sustain themselves, until economic conditions normalize. Their *Secondary Market* support will also buy individual bonds and ETFs in the secondary market.

Obviously, the Fed is pushing to keep liquidity in all markets. (Even China is officially calling for a strong market!) The same type of support was rolled out earlier for local and state governments. The Fed wants to keep interest rates low, though on record, and not take the overnight rates negative, it does appear to want the whole curve as flat as possible to sustain borrowing. These purchases and the lower rates may be one of the factors driving investors into the stock market and driving a healthy bullish move. Investors are driven to find any yield.

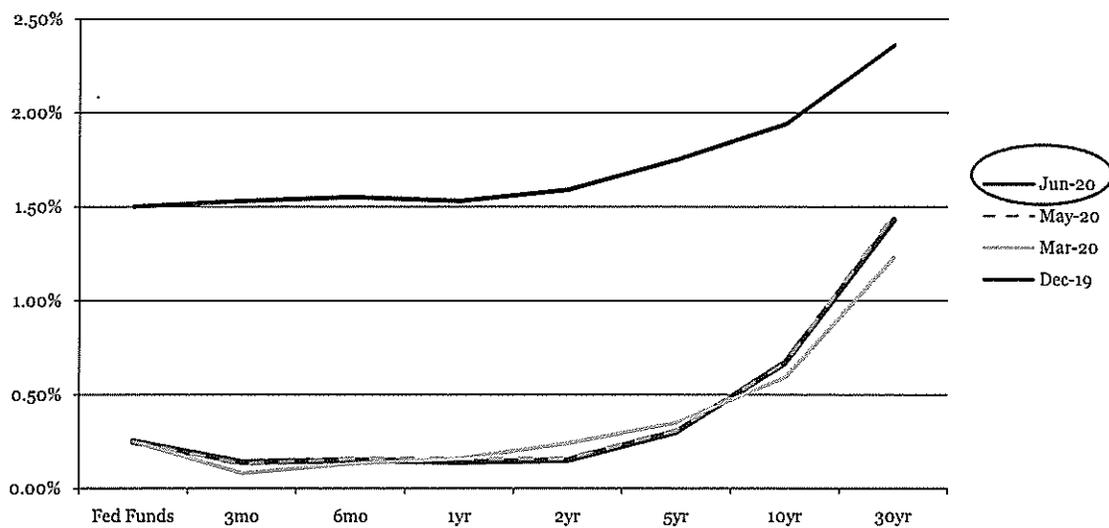
These purchases have inevitably led to the topic of YCT (Yield Curve Targets), a topic which has been raised at the FOMC. The controversial process has been proven to control governmental rates (such as after WWI) and even pass that impact through to corporate rates. But without a clear and proven exit strategy, it appears to be a scary *QE Forever* type approach, which could compromise normal market movements and normal debt management operations and goals. It is a trend worth watching.





## Is Flatter Better?

- Fed actions and market fears around the world have caused Treasury and agency rates to remain at the lower (dismal) levels seen for the last three months.
- Fear increases the demand for safe havens and the safest are the U.S. Treasury and the USD dollar. The purchasing of short-term securities to wait out the virus has driven prices up and rates down. Without any change in outlook, this will not change with the resurgence or perhaps even the waning of the virus.
- The market remains slightly optimistic as seen in the longer end of the curve (higher rates), but the curve is very flat out to the two year.
- Expect rates to stay low for possibly throughout 2020 as the globe fights – and destroys – this virus. Since it may last a long while, the value beyond the two year is worth considering. The IMF has essentially downgraded the world and expects only a negative 4.9% growth rate in 2020 – although they do call for a 5.4% growth in 2021 at this point

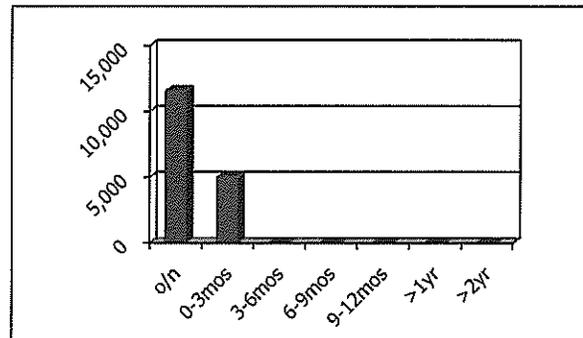
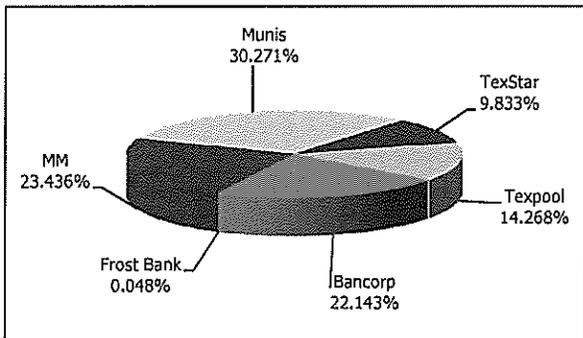


End of Month Rates - Full Yield Curve – Fed Funds to 30yr

# Your Portfolio

As of June 30, 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 in your portfolio. They do reflect our expectation of continuing low rates but also our attempts to use all authorized maturities to capture yield available. As Fed actions are introduced some normalcy will return as different market sectors respond. This is what we are watching for and acting on.
- The non-cash portion of your portfolio is yielding 2.801%.





**City of Lampasas, Texas  
Portfolio Management  
Portfolio Summary  
June 30, 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	5,029,300.00	5,008,749.68	30.27	157	57	2.901
Bancorp South	3,663,954.51	3,663,954.51	3,663,954.51	22.14	1	1	0.250
Texpool/Texpool Prime	2,361,356.59	2,361,356.59	2,361,356.59	14.27	1	1	0.293
TexStar	1,626,783.65	1,626,783.65	1,626,783.65	9.83	1	1	0.197
Frost Bank	8,220.98	8,220.98	8,220.98	0.05	1	1	0.000
Money Market	3,878,401.02	3,878,401.02	3,878,401.02	23.44	1	1	0.146
<b>Investments</b>	<b>16,538,716.75</b>	<b>16,568,016.75</b>	<b>16,547,466.43</b>	<b>100.00%</b>	<b>48</b>	<b>18</b>	<b>0.999</b>
<b>Cash and Accrued Interest</b>							
Accrued Interest at Purchase		109,836.07	109,836.07				
Subtotal		109,836.07	109,836.07				
<b>Total Cash and Investments</b>	<b>16,538,716.75</b>	<b>16,677,852.82</b>	<b>16,657,302.50</b>		<b>48</b>	<b>18</b>	<b>0.999</b>

Total Earnings	June 30	Month Ending	Fiscal Year To Date
Current Year		13,819.76	119,433.12

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 06/01/2020-06/30/2020  
Data Updated: SET\_LAMP: 07/21/2020 15:46  
Run Date: 07/21/2020 - 15:47

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



City of Lampasas, Texas  
 Summary by Type  
 June 30, 2020  
 Grouped by Fund

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Cash</b>						
Bancorp South	3	2,808,945.43	2,808,945.43	16.98	0.250	1
Money Market	5	3,878,401.02	3,878,401.02	23.44	0.146	1
Texpool/Texpool Prime	1	1,777,284.48	1,777,284.48	10.74	0.217	1
Municipal Bonds Actual	1	3,000,000.00	3,005,249.81	18.16	2.801	57
<b>Subtotal</b>	<b>10</b>	<b>11,484,630.93</b>	<b>11,469,880.74</b>	<b>69.32</b>	<b>0.878</b>	<b>16</b>
<b>Fund: Cert. of Obligation 2016</b>						
Texpool/Texpool Prime	1	584,072.11	584,072.11	3.53	0.524	1
<b>Subtotal</b>	<b>1</b>	<b>584,072.11</b>	<b>584,072.11</b>	<b>3.53</b>	<b>0.524</b>	<b>1</b>
<b>Fund: Electric</b>						
Bancorp South	1	369,528.31	369,528.31	2.23	0.250	1
Frost Bank	1	8,220.98	8,220.98	0.05	0.000	1
TexStar	1	1,626,783.65	1,626,783.65	9.83	0.197	1
Municipal Bonds Actual	1	2,000,000.00	2,003,499.87	12.11	2.801	57
<b>Subtotal</b>	<b>4</b>	<b>4,004,532.94</b>	<b>4,008,032.81</b>	<b>24.22</b>	<b>1.503</b>	<b>29</b>
<b>Fund: LEDC</b>						
Bancorp South	2	205,551.61	205,551.61	1.24	0.250	1
<b>Subtotal</b>	<b>2</b>	<b>205,551.61</b>	<b>205,551.61</b>	<b>1.24</b>	<b>0.250</b>	<b>1</b>
<b>Fund: Seizures</b>						
Bancorp South	2	17,758.44	17,758.44	0.11	0.216	1
<b>Subtotal</b>	<b>2</b>	<b>17,758.44</b>	<b>17,758.44</b>	<b>0.11</b>	<b>0.216</b>	<b>1</b>
<b>Fund: Trust</b>						
Bancorp South	2	72,944.47	72,944.47	0.44	0.250	1
<b>Subtotal</b>	<b>2</b>	<b>72,944.47</b>	<b>72,944.47</b>	<b>0.44</b>	<b>0.250</b>	<b>1</b>
<b>Fund: Water</b>						
Bancorp South	1	189,226.25	189,226.25	1.14	0.250	1

City of Lampasas, Texas  
 Summary by Type  
 June 30, 2020  
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Subtotal	1	189,226.25	189,226.25	1.14	0.250	1
Total and Average	22	16,538,716.75	16,547,466.43	100.00	0.999	18



City of Lampasas, Texas  
 Fund CASH - Cash  
 Investments by Fund  
 June 30, 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 380	YTM 385	Maturity Date	Days To Maturity
<b>Municipal Bonds Actual</b>											
882724PY7	10057	State of Texas Tax	03/23/2020	3,005,249.81	3,000,000.00	3,017,580.00	4.000	2.801	2.801	08/27/2020	57
<b>Subtotal and Average</b>				<b>3,005,249.81</b>	<b>3,000,000.00</b>	<b>3,017,580.00</b>		<b>2.801</b>	<b>2.801</b>		<b>57</b>
<b>Bancorp South</b>											
0474	10004	Bancorp South	09/01/2014	2,777,290.43	2,777,290.43	2,777,290.43	0.250	0.246	0.250		1
3213	10006	Bancorp South	09/01/2014	408.09	408.09	408.09	0.250	0.246	0.250		1
4187	10007	Bancorp South	09/01/2014	31,246.91	31,246.91	31,246.91	0.250	0.246	0.250		1
<b>Subtotal and Average</b>				<b>2,808,945.43</b>	<b>2,808,945.43</b>	<b>2,808,945.43</b>		<b>0.247</b>	<b>0.250</b>		<b>1</b>
<b>Texpool/Texpool Prime</b>											
14103	10000	Texpool	09/01/2014	1,777,284.48	1,777,284.48	1,777,284.48	0.217	0.213	0.216		1
<b>Subtotal and Average</b>				<b>1,777,284.48</b>	<b>1,777,284.48</b>	<b>1,777,284.48</b>		<b>0.214</b>	<b>0.217</b>		<b>1</b>
<b>Money Market</b>											
5001632	10023	Austin Capital Bank MM	01/29/2015	248,275.77	248,275.77	248,275.77	0.090	0.088	0.090		1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	3,144,112.34	3,144,112.34	3,144,112.34	0.150	0.147	0.150		1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	486,010.91	486,010.91	486,010.91	0.150	0.147	0.150		1
4001579	10027	Business Bk Ultimate Bus M/M	05/01/2015	1.00	1.00	1.00					1
4001561	10030	Business Bk Ultimate Bus M/M	06/30/2015	1.00	1.00	1.00					1
<b>Subtotal and Average</b>				<b>3,878,401.02</b>	<b>3,878,401.02</b>	<b>3,878,401.02</b>		<b>0.144</b>	<b>0.148</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>11,489,890.74</b>	<b>11,484,890.93</b>	<b>11,482,210.93</b>		<b>0.876</b>	<b>0.878</b>		<b>15</b>

Fund CERTS16 - Cert. of Obligation 2016  
Investments by Fund  
June 30, 2020

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool/Texpool Prime</b>										
14103A	10041	Texpool Prime	11/08/2016	584,072.11	584,072.11	584,072.11	0.524	0.516	0.524	1
<b>Subtotal and Average</b>				<b>584,072.11</b>	<b>584,072.11</b>	<b>584,072.11</b>		<b>0.517</b>	<b>0.524</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>584,072.11</b>	<b>584,072.11</b>	<b>584,072.11</b>		<b>0.517</b>	<b>0.524</b>	<b>1</b>

Fund ELEC - Electric  
Investments by Fund  
June 30, 2020

Page 3

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 380	YTM 385	Maturity Days To Date Maturity
<b>Municipal Bonds Actual</b>										
882724PY7	10056	State of Texas Tax	03/23/2020	2,003,499.87	2,000,000.00	2,011,720.00	4.000	2.801	2.801	08/27/2020 57
<b>Subtotal and Average</b>				<b>2,003,499.87</b>	<b>2,000,000.00</b>	<b>2,011,720.00</b>		<b>2.801</b>	<b>2.801</b>	<b>57</b>
<b>Bancorp South</b>										
0672	10005	Bancorp South	09/01/2014	369,528.31	369,528.31	369,528.31	0.250	0.246	0.250	1
<b>Subtotal and Average</b>				<b>369,528.31</b>	<b>369,528.31</b>	<b>369,528.31</b>		<b>0.247</b>	<b>0.250</b>	<b>1</b>
<b>TexStar</b>										
17390	10001	TexStar	09/01/2014	1,626,783.65	1,626,783.65	1,626,783.65	0.197	0.194	0.197	1
<b>Subtotal and Average</b>				<b>1,626,783.65</b>	<b>1,626,783.65</b>	<b>1,626,783.65</b>		<b>0.195</b>	<b>0.197</b>	<b>1</b>
<b>Frost Bank</b>										
1732110	10022	Frost Bank Public Checking	01/20/2015	8,220.98	8,220.98	8,220.98				1
<b>Subtotal and Average</b>				<b>8,220.98</b>	<b>8,220.98</b>	<b>8,220.98</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>4,008,032.81</b>	<b>4,004,532.94</b>	<b>4,016,252.94</b>		<b>1.502</b>	<b>1.503</b>	<b>28</b>

Run Date: 07/21/2020 - 15:54

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

Fund LEDC - LEDC  
Investments by Fund  
June 30, 2020

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 380	YTM 385	Maturity Days To Date Maturity
<b>Bancorp South</b>										
1092	10002	Bancorp South	09/01/2014	202,962.22	202,962.22	202,962.22	0.250	0.246	0.250	1
2363	10003	Bancorp South	09/01/2014	2,589.39	2,589.39	2,589.39	0.250	0.246	0.250	1
<b>Subtotal and Average</b>				<b>205,551.61</b>	<b>205,551.61</b>	<b>205,551.61</b>	<b>0.247</b>	<b>0.250</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>205,551.61</b>	<b>205,551.61</b>	<b>205,551.61</b>	<b>0.247</b>	<b>0.250</b>		<b>1</b>

**Fund SEIZ - Seizures  
Investments by Fund  
June 30, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 380	YTM 385	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0763	10008	Bancorp South	09/01/2014	13,753.13	13,753.13	13,753.13	0.250	0.246	0.250	1
1999	10009	Bancorp South	09/01/2014	4,005.31	4,005.31	4,005.31	0.100	0.098	0.100	1
<b>Subtotal and Average</b>				<b>17,758.44</b>	<b>17,758.44</b>	<b>17,758.44</b>		<b>0.213</b>	<b>0.216</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>17,758.44</b>	<b>17,758.44</b>	<b>17,758.44</b>		<b>0.213</b>	<b>0.216</b>	<b>1</b>

**Fund TRUST - Trust  
Investments by Fund  
June 30, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
6349	10010	Bancorp South	09/01/2014	43,228.16	43,228.16	43,228.16	0.250	0.246	0.250	1
6348	10011	Bancorp South	09/01/2014	29,716.31	29,716.31	29,716.31	0.250	0.246	0.250	1
<b>Subtotal and Average</b>				<b>72,944.47</b>	<b>72,944.47</b>	<b>72,944.47</b>		<b>0.247</b>	<b>0.250</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>72,944.47</b>	<b>72,944.47</b>	<b>72,944.47</b>		<b>0.247</b>	<b>0.250</b>	<b>1</b>

**Fund WATER - Water  
Investments by Fund  
June 30, 2020**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
1639	10012	Bancorp South	09/01/2014	189,226.25	189,226.25	189,226.25	0.250	0.246	0.250	1
<b>Subtotal and Average</b>				<b>189,226.25</b>	<b>189,226.25</b>	<b>189,226.25</b>	<b>0.247</b>	<b>0.250</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>189,226.25</b>	<b>189,226.25</b>	<b>189,226.25</b>	<b>0.247</b>	<b>0.250</b>		<b>1</b>



**City of Lampasas, Texas  
Interest Earnings  
Sorted by Fund - Fund  
June 1, 2020 - June 30, 2020  
Yield on Average Book Value**

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings			
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings	
<b>Fund: Cash</b>													
14103	10000	CASH	RR2	1,777,284.48	1,776,968.37	1,776,978.91		0.217	0.216	316.11	0.00	316.11	
5001632	10023	CASH	RR5	248,275.77	248,258.43	248,259.01		0.090	0.085	17.34	0.00	17.34	
XXX561	10029	CASH	RR5	486,010.91	485,951.00	485,953.00		0.150	0.150	59.91	0.00	59.91	
XXX579	10026	CASH	RR5	3,144,112.34	3,143,724.82	3,143,737.74		0.150	0.150	387.52	0.00	387.52	
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	2,777,290.43	2,526,682.88	2,535,036.47		0.250	0.266	553.70	0.00	553.70	
3213	10006	CASH	RRP	408.09	408.01	408.01		0.250	0.239	0.08	0.00	0.08	
4187	10007	CASH	RRP	31,246.91	29,825.64	32,241.09		0.250	0.234	6.20	0.00	6.20	
882724PY7	10057	CASH	NCB	3,000,000.00	3,008,012.87	3,005,585.29	08/27/2020	4.000	2.862	9,836.07	-2,763.06	7,073.01	
			<b>Subtotal</b>	<b>11,464,630.93</b>	<b>11,219,634.02</b>	<b>11,229,201.60</b>				<b>0.912</b>	<b>11,178.93</b>	<b>-2,763.06</b>	<b>8,413.87</b>
<b>Fund: Cert. of Obligation 2016</b>													
14103A	10041	CERTS16	RR2	584,072.11	583,820.66	583,829.04		0.524	0.524	251.45	0.00	251.45	
			<b>Subtotal</b>	<b>584,072.11</b>	<b>583,820.66</b>	<b>583,829.04</b>				<b>0.524</b>	<b>251.45</b>	<b>0.00</b>	<b>251.45</b>
<b>Fund: Electric</b>													
17390	10001	ELEC	RR3	1,626,783.65	1,626,519.76	1,626,528.56		0.197	0.197	263.89	0.00	263.89	
1732110	10022	ELEC	RR4	8,220.98	8,252.66	8,236.82				0.00	0.00	0.00	
0672	10005	ELEC	RRP	369,528.31	366,432.86	368,202.21		0.250	0.249	75.46	0.00	75.46	
882724PY7	10056	ELEC	NCB	2,000,000.00	2,005,341.91	2,004,350.19	08/27/2020	4.000	2.862	6,557.37	-1,842.04	4,715.33	
			<b>Subtotal</b>	<b>4,004,532.94</b>	<b>4,008,547.19</b>	<b>4,007,357.78</b>				<b>1.535</b>	<b>6,898.71</b>	<b>-1,842.04</b>	<b>5,054.87</b>
<b>Fund: LEDC</b>													
1092	10002	LEDC	RRP	202,962.22	209,341.79	205,731.08		0.250	0.249	42.16	0.00	42.16	
2363	10003	LEDC	RRP	2,589.39	24,388.56	4,041.92		0.250	0.250	0.83	0.00	0.83	
			<b>Subtotal</b>	<b>205,551.61</b>	<b>233,730.35</b>	<b>209,773.00</b>				<b>0.249</b>	<b>42.99</b>	<b>0.00</b>	<b>42.99</b>
<b>Fund: Seizures</b>													
1999	10009	SEIZ	RRP	4,005.31	4,004.97	4,005.04		0.100	0.103	0.34	0.00	0.34	
0763	10008	SEIZ	RRP	13,753.13	14,026.32	14,017.21		0.250	0.249	2.87	0.00	2.87	

City of Lampasas, Texas  
Interest Earnings  
June 1, 2020 - June 30, 2020

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Adjusted Interest Earnings			
									Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Subtotal</b>				<b>17,758.44</b>	<b>16,031.29</b>	<b>18,022.25</b>			<b>0.217</b>	<b>3.21</b>	<b>0.00</b>	<b>3.21</b>
<b>Fund: Trust</b>												
6348	10011	TRUST	RRP	29,716.31	29,710.22	29,710.42		0.250	0.249	6.09	0.00	6.09
6349	10010	TRUST	RRP	43,228.16	43,219.30	43,219.60		0.250	0.249	8.86	0.00	8.86
<b>Subtotal</b>				<b>72,944.47</b>	<b>72,929.52</b>	<b>72,930.02</b>			<b>0.249</b>	<b>14.95</b>	<b>0.00</b>	<b>14.95</b>
<b>Fund: Water</b>												
1639	10012	WATER	RRP	189,226.25	187,717.63	188,452.42		0.250	0.249	38.62	0.00	38.62
<b>Subtotal</b>				<b>189,226.25</b>	<b>187,717.63</b>	<b>188,452.42</b>			<b>0.249</b>	<b>38.62</b>	<b>0.00</b>	<b>38.62</b>
<b>Total</b>				<b>18,538,716.75</b>	<b>18,322,410.68</b>	<b>18,309,566.01</b>			<b>1.031</b>	<b>18,424.86</b>	<b>-4,605.10</b>	<b>13,819.76</b>



**City of Lampasas, Texas  
Amortization Schedule  
June 1, 2020 - June 30, 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	And Unamortized As of 06/30/2020	Amount Amortized This Period	Amt Amortized Through 06/30/2020	Amount Unamortized Through 06/30/2020
<b>Cash</b>										
10057	CASH	06/27/2020	3,000,000.00	3,014,460.00	14,460.00	3,005,249.81	-6,447.13	-2,763.06	-9,210.19	5,249.81
	State of Texas Tax		4.000				8,012.87			
			<b>Subtotal</b>	<b>3,014,460.00</b>	<b>14,460.00</b>	<b>3,005,249.81</b>	<b>-6,447.13</b>	<b>-2,783.06</b>	<b>-9,210.19</b>	<b>5,249.81</b>
							<b>8,012.87</b>			
<b>Electric</b>										
10056	ELEC	08/27/2020	2,000,000.00	2,009,640.00	9,640.00	2,003,499.87	-4,298.09	-1,842.04	-6,140.13	3,499.87
	State of Texas Tax		4.000				5,341.91			
			<b>Subtotal</b>	<b>2,009,640.00</b>	<b>9,640.00</b>	<b>2,003,499.87</b>	<b>-4,298.09</b>	<b>-1,842.04</b>	<b>-6,140.13</b>	<b>3,499.87</b>
							<b>5,341.91</b>			
			<b>Total</b>	<b>5,024,100.00</b>	<b>24,100.00</b>	<b>5,008,749.68</b>	<b>-10,745.22</b>	<b>-4,605.10</b>	<b>-15,350.32</b>	<b>8,749.68</b>
							<b>13,354.78</b>			

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

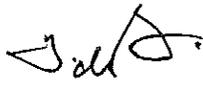
**City of Lampasas, Texas**  
**Projected Cashflow Report**  
**Sorted by Monthly**  
**For the Period July 1, 2020 - January 31, 2021**

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

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>August 2020</b>										
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
08/27/2020	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
<b>Total for August 2020</b>						<b>5,000,000.00</b>	<b>5,024,100.00</b>	<b>5,000,000.00</b>	<b>195,628.42</b>	<b>5,195,628.42</b>
<b>GRAND TOTALS:</b>						<b>5,000,000.00</b>	<b>5,024,100.00</b>	<b>5,000,000.00</b>	<b>195,628.42</b>	<b>5,195,628.42</b>

Run Date: 07/21/2020 - 15:57

Portfolio LAMP  
 AP  
 PC (PRF\_PC) 7.2.0  
 Report Ver. 7.3.6.1



City Manager

ITEM NO. 3.2

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

---

---

**Subject:**

Discussion and possible action regarding the second reading of an Ordinance amending Appendix A Fee Schedule of the Code of Ordinances setting a fee for Chapter 78, Traffic and Vehicle Section 78-214 thru 78-214.012 and containing a severability clause and an effective date.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: May 7, 2020

For the agenda of: July 27, 2020

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

---

---

**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation**

To consider a motion to approve the second reading of an Ordinance amending Appendix A Fee Schedule of the Code of Ordinances setting a fee for Chapter 78, Traffic and Vehicle Section 78-214 thru 78-214.012 and containing a severability clause and an effective date.

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, FOR AN ADDENDUM TO APPENDIX A OF THE CODE OF ORDINANCES SETTING A FEE FOR CHAPTER 78, TRAFFIC AND VEHICLES SECTION 78-214 THROUGH 78-214.012; CONTAINING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.**

---

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

**WHEREAS**, the City has determined that it would be convenient to consolidate those fees in one ordinance that can be reviewed and amended as needed from time to time; and

**WHEREAS**, the City has passed an Ordinance to approve the Residential Parking of Commercial Vehicles by permit; and

**WHEREAS**, the City has determined that the fees and charges specified herein are reasonable, necessary, fair and designed to fund the permit process for permits to be issued for Residential Commercial Parking Permits, Replacement Cost for a Lost Permit, and an Administrative Hearing Fee; and

**WHEREAS**, the City has determined that the fees set forth herein will promote the health, safety, and welfare of the citizens of Lampasas; and

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

**Section I. Rates Imposed**

The City hereby adopts the addendum to the Fee Schedule attached as Exhibit "A" hereto and imposes the fees set forth therein for Residential Commercial Parking Permits, described therein. These rates shall be collected by the City in accordance this Ordinance.

**Section II. Ordinances Amended**

City Ordinance Chapter 78, Traffic and Vehicle, Article III, Stopping, Standing, and Parking Article VI Prohibiting Commercial Vehicle Parking Ordinance provides permit fees, charge, or fine that is mentioned on Exhibit "A". These fees are hereby amended as shown on "Exhibit A" to be included in Appendix A-Fee Schedule as Chapter 78. Traffic and Vehicle, Article III, Stopping, Standing, and Parking and Article VI Prohibiting Commercial Vehicle Parking provides permit fees, charges, and fines.

**Section III. Waive Fee Clause.**

The City Manager is authorized to waive any fee contained in this Fee Schedule which is determined by the City Manager to have a public purpose and be in the best interest of the City of Lampasas, Texas.

**Section IV. Providing for Severability**

If any section or part of a section of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, that holding shall not invalidate or impair the validity, force or effect of any other section or part of a section of this Ordinance.

**Section V. Conflicting Ordinances**

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

**Section VI. Effective Date**

This Ordinance shall be effective following the final passage and publication as provided in Section 2:12 of the City Charter of the City of Lampasas, Texas.

READ and APPROVED the First Reading on the 13<sup>th</sup> day of July 2020.

READ and ADOPTED the Second Reading on the 27<sup>th</sup> day of July 2020.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**EXHIBIT A --AMENDMENT FOR FEE SCHEDULE**

Description	Amount	Section this Code
Chapter 78: Traffic and Vehicle, Article III, Stopping, Standing, and Parking; Article VI Prohibiting Commercial Vehicle Parking Ordinance; Permit and Administrative Fees.		
Fees to be charged are as follows:		
(a) Administrative Fee-Public Hearing	220.00	78-214.07
(b) Annual Fee for Residential Commercial Parking Permit	120.00	78-214. 08
(c) Annual Fee for Tractor Parking with No Trailer	60.00	78-214.08
(d) One Day Visitor Hangtag Permit.	30.00	78-214.08
(e) Replacement Cost For Lost Permit	10.00	78-214.08

**APPENDIX A - FEE SCHEDULE-ADDENDUM**

Description	Amount	Section this Code
<b>Chapter 78:</b> Traffic and Vehicle, Article III, Stopping, Standing, and Parking; Article VI Prohibiting Commercial Vehicle Parking Ordinance; Permit and Administrative Fees.		
Fees to be charged are as follows:		
(a) Administrative Fee-Public Hearing	220.00	78-214.07
(b) Annual Fee for Residential Commercial Parking Permit	120.00	78-214. 08
(c) Annual Fee for Tractor Parking with No Trailer	60.00	78-214.08
(d) One Day Visitor Hangtag Permit.	30.00	78-214.08
(e) Replacement Cost For Lost Permit	10.00	78- 214.08

**THIS PAGE INTENTIONALLY LEFT BLANK**



City Manager

ITEM NO. 3.3

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

**Subject:**

Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential -20 "SF-20" to Single Family Residential-8 "SF-8". The property is described as 1 acre, ABST. 0419 of the LHW Johnson Survey; commonly known as 1205 S. Willis Street, Lampasas, Texas Lampasas County.

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

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

Date Submitted: July 2, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

Attachments: Ordinance

**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request to rezone property from Single Family Residential -20 "SF-20" to Single Family Residential-8 "SF-8". The property is described as 1 acre, ABST. 0419 of the LHW Johnson Survey; commonly known as 1205 S. Willis Street, Lampasas, Texas Lampasas County.

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

**AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS' ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 1205 S WILLIS STREET SPECIFICALLY BEING 1 ACRE OF THE LHW JOHNSON SURVEY, ABST 0419 OF LAMPASAS, TEXAS, LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF LAMPASAS, FROM SINGLE FAMILY RESIDENTIAL-20 "SF-20" TO SINGLE FAMILY RESIDENTIAL-8 "SF-8" AND PROVIDING AN EFFECTIVE DATE.**

---

**WHEREAS**, Fred and Connie Cummings, Owner/Applicant, submitted a request to rezone property legally described as being 1 acre of the LHW Johnson Survey, ABST 0419 of Lampasas, Texas, which is commonly known as 1205 S Willis Street, Lampasas, Texas, Lampasas County (the "Property") that is currently located in and zoned as Single Family Residential-20 "SF-20", and which Applicant seeks to have rezoned to Single Family Residential-8 "SF-8"; and

**WHEREAS**, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of rezoning request was provided to all property owners located within two hundred feet (200') of the Property; and

**WHEREAS**, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice was provided as required by law, and a public hearing was held on July 2, 2020, by the Lampasas Planning & Zoning Commission, regarding this rezoning request by the Owner/Applicant; and

**WHEREAS**, upon due consideration, the Lampasas Planning & Zoning Commission recommended approval of the Applicant's request for rezoning of the Property from "SF-20" to "SF-8"; and

**WHEREAS**, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice was provided as required by law, and a public hearing was held on July 13, 2020, by the City Council, regarding the rezoning request by the Owner/Applicant and the Planning & Zoning Commission's recommended approval of same; and

**WHEREAS**, after consideration of the information presented, the City Council finds that it is in the public interest to approve the rezoning request of Applicant.

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

**Part 1:** The Property, legally described as being 1 acre of the LHW Johnson Survey, ABST 0419 of Lampasas, Texas, which is commonly known as 1205 S Willis Street, Lampasas, Texas, Lampasas County, shall be rezoned from the current designation of

Single Family Residential-20 “SF-20”, to become henceforth designated and zoned as Single Family Residential-8 “SF-8”.

**Part 2:** The City’s staff shall take actions necessary to reflect this revision related to the zoning designation of this Property in City documentation, including a change to the City’s Zoning map.

**Part 3:** This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City’s Charter, Code of Ordinances, and the laws of State of Texas.

**Passed and approved the first reading on the 13<sup>th</sup> day of July, 2020**

**Passed and adopted on the second reading on the 27<sup>th</sup> day of July, 2020.**

**APPROVED:**

**ATTEST:**

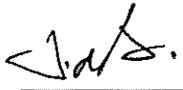
\_\_\_\_\_  
Misti Talbert, Mayor

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

**APPROVED AS TO FORM:**

Jo-Christy Brown  
City Attorney’s Signature of Approval Attached on Separate Page.

**THIS PAGE INTENTIONALLY LEFT BLANK**

  
\_\_\_\_\_  
City Manager

ITEM NO. 3.4

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

---

---

**Subject:**

Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for *permanent makeup tattooing* in an area zoned Commercial "C", the property is described as 1.89 acres, ABST. 0419 LHW Johnson Survey; commonly known as 301 S Highway 281 Suite D (Lotus Beauty Spa & Salon), Lampasas, Texas, Lampasas County.

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

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

Date Submitted: July 2, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

---

---

**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance to consider approval, denial, or approval with modification(s) a request for a Specific Use Permit (SUP) to allow for *permanent makeup tattooing* in an area zoned Commercial "C", the property is described as 1.89 acres, ABST. 0419 LHW Johnson Survey; commonly known as 301 S Highway 281 Suite D (Lotus Beauty Spa & Salon), Lampasas, Texas, Lampasas County.

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

**AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW PERMANENT MAKEUP TATTOOING IN AN AREA ZONED COMMERCIAL "C"; 1.89 ACRES LHW JOHNSON SURVEY, ABST 0419 COMMONLY KNOWN AS 301 S HIGHWAY 281 SUITE D LOTUS BEAUTY SPA AND SALON, LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS' ZONING MAP REFLECTING SAME; AND PROVIDING AN EFFECTIVE DATE.**

---

WHEREAS, Sandy Irvin, property owner, Marla Wimp Nier, applicant/business owner, filed a request for a Specific Use Permit to allow for *Permanent Makeup Tattooing* in an area zoned Commercial "C" Lampasas County, Lampasas, Texas. The property is described as 1.89 acres LHW Johnson Survey, ABST 0419, commonly known as 301 S Highway 281 Suite D, Lampasas, Texas.

WHEREAS, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the Specific Use Permit request was given to all property owners located within two hundred feet (200') of the property; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on July 2, 2020, by the Planning & Zoning Commission regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on July 13, 2020, by the City Council regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the requested Specific Use Permit for *Permanent Makeup Tattooing* in an area zoned Commercial "C"

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

Part 1: That the Specific Use Permit requested by Sandy Irvin, property owner, Marla Wimp Nier, applicant/business owner, for *Permanent Makeup Tattooing* in an area zoned Commercial "C" Lampasas County, Lampasas, Texas. The property is described as 1.89 acres, LHW Survey, ABST 0419, commonly known as 301 S Highway 281 Suite D, Lampasas, Texas.

Part 2: The City's staff shall take actions necessary to reflect this revision in City documentation, including a change to the City's Zoning map.

Part 3: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's

Charter, Code of Ordinances, and the laws of State of Texas.

**Passed and approved the First Reading on the 13<sup>th</sup> day of July, 2020.**

**Passed and Adopted on the Second Reading on the 27<sup>th</sup> day of July, 2020.**

APPROVED:

ATTEST:

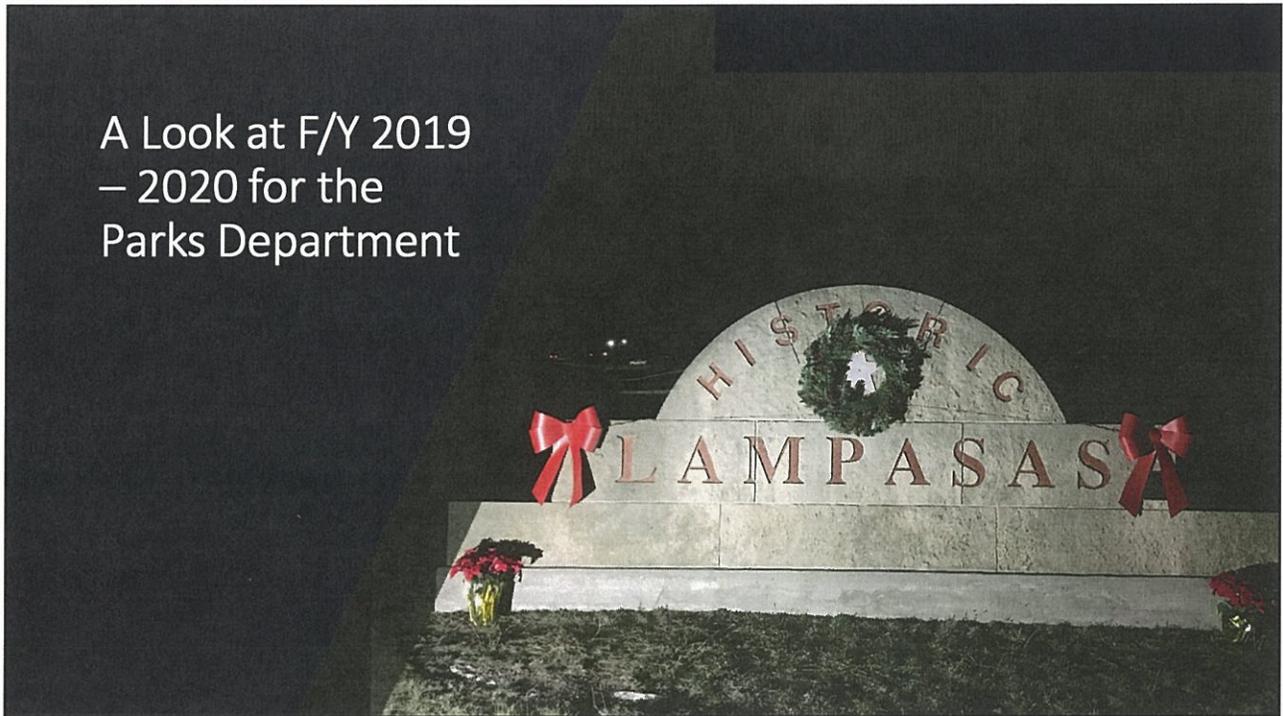
\_\_\_\_\_  
Misti Talbert, Mayor

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

APPROVED AS TO FORM:

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

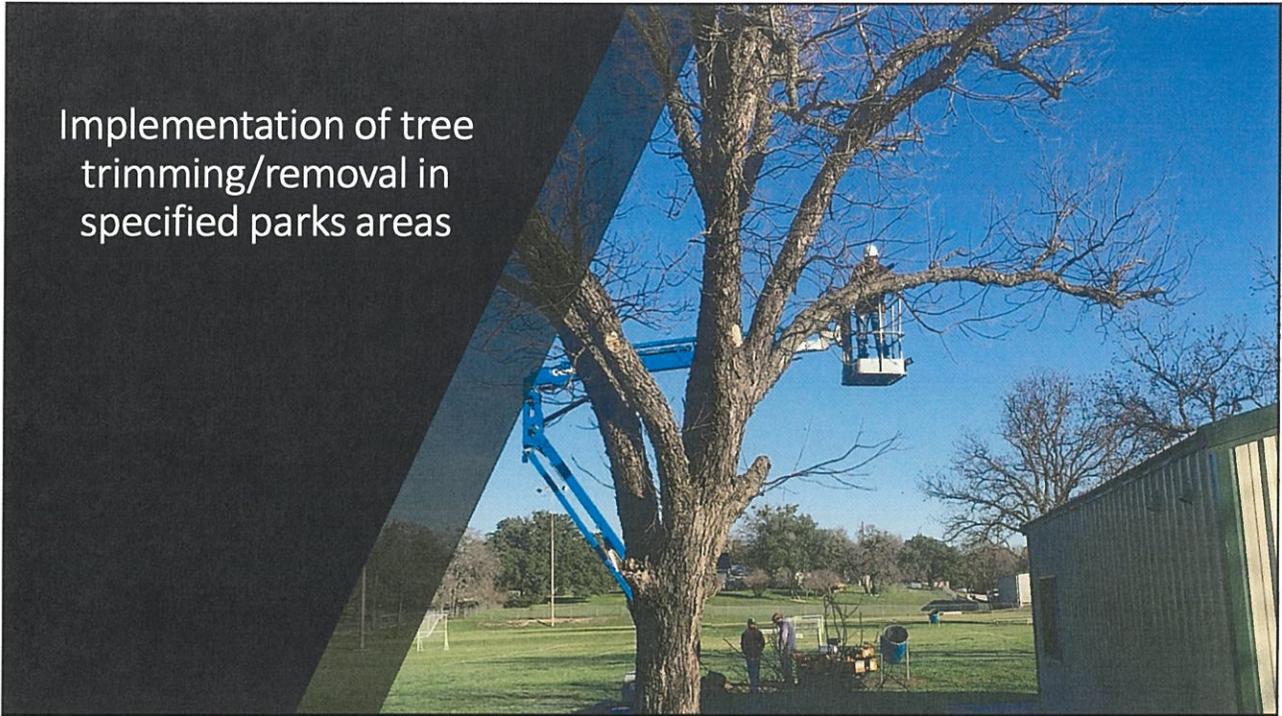


Ongoing improvements  
around Hanna Spring in  
partnership with the  
Heritage Foundation



Replacement of fall zone material  
in Brook Park playground

Implementation of tree  
trimming/removal in  
specified parks areas



Installation of new picnic tables,  
benches, and trash cans at new  
Library playground area



Replacement of old plastic ladder steps to new stainless steel ladder steps and new landscaping in all flower beds at Hancock Pool

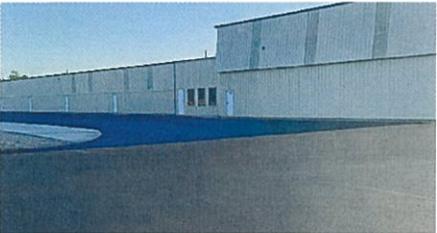


Refurbishing the Pilots Lounge/Airport Terminal

CE1



TxDOT project/improvements at Lampasas Municipal Airport to include lighting upgrades and underground electrical



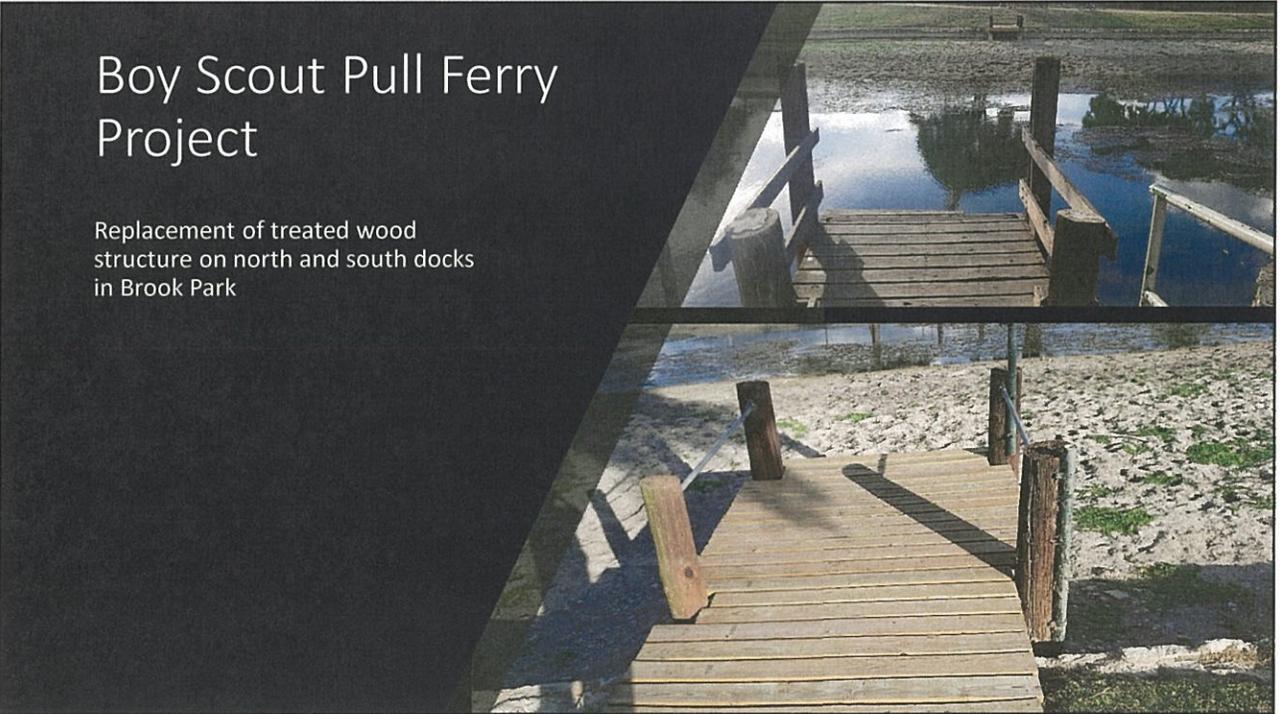
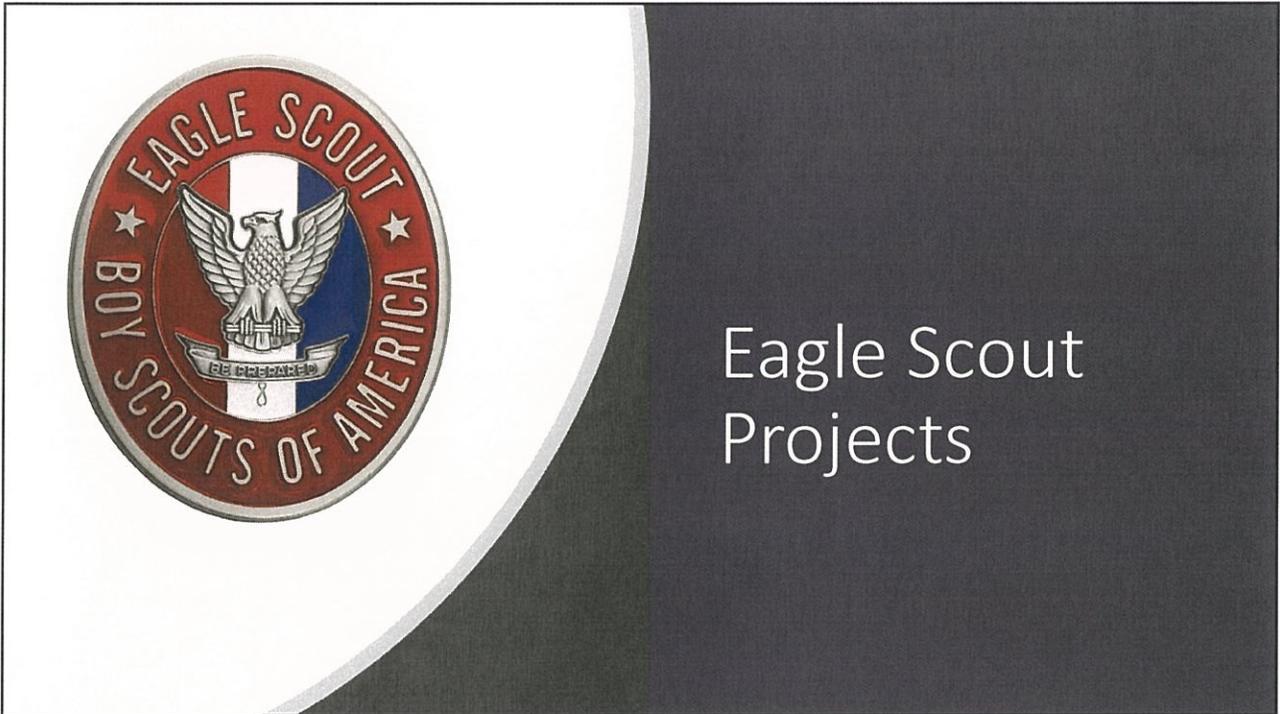
Crack sealing and seal coating of all taxi ways and runway at Lampasas Municipal Airport



## Replacement of windsock



Improvements to electrical vault  
and replacement of all electrical  
components inside





Butterfly Garden in Campbell Park

“JT reports first monarch sighting happened on July 12<sup>th</sup>”

# Calendar of events for all park areas



Unfortunately, due to COVID-19 virtually all events for Spring and Summer have been cancelled or postponed. We are hopeful that as we move forward we are able to reschedule some events and resume some sort of normalcy.

**Memo**

To: Finley deGraffenried, City Manager  
 From: Monica Wright, Director of Information Systems  
 Date: Wednesday, July 2, 2020  
 Re: June 2020 Monthly Report



Information  
Systems

**IT Service Tickets:**

June 2019	June 2020	
180	275	+ Service Tickets

**Social Media Stats:**

	June 2019	June 2020	
Facebook Followers	5,550	6,066	+516 FB page followers
Twitter Followers	425	573	+148 Twitter followers

**Website Payments:**

	June 2019	June 2020	
City Utility	349 \$109,397.04	427 \$136,209.98	+78 online payments +\$26,812.94
Municipal Court	47 \$10,379.10	24 \$7,953.39	-23 online payments -\$2,425.71

**Website Stats:**

	June 2019	June 2020	
Page Visits	15,389	17,872	+2,483 visits
Page Views	28,372	30,609	+2,237 page views
Downloads	2,153	3,821	+1,668 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.*

**IT Supported Hardware:**

PCs	92
Servers	21
Firewalls	3
Laptops	51
Printers	63
Wireless Access Points (WAP)	16
Switches	20
Network Attached Storage (NAS)	7
Tablets	10
Verizon Aircards	36
<b>IT Supported Software</b>	30+ applications

**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 (completed)
- Configure/replace NAS DR (completed)
- Assisted PD staff with migration of videos off old video server to cloud (completed)
- Replace glass doors/locks at IT Building (FY 19-20)
- Assist staff with implementation of Civic Plus Civic Clerk Agenda Management software (FY-19-20)
- Assist staff with migration to MyGov permitting software (FY 19-20)

**June Projects:**

- Submitted employee cyber security training to State DIR: Due 6-14
- Obtained quotes for Amazon cloud storage/backup
- Turned in IT Budget to Finance & City Manager
- Deployed Covid-19 training to city employees
- Obtained quote/ordered Asst. Secretary replacement printer
- FY 20-21 project planning
- Ordered (5) pack of security cameras
- Ordered (2) exterior doors for the IT building
- Decommissioned old PD Watchguard video server
- Researched storage solution for live streaming recordings retention/obtained pricing
- Replaced PD server rack monitor
- Network maintenance

**July Projects:**

- Install replacement IT Building exterior doors
- Configure/install combo locks on IT Building exterior doors
- Configure/install Asst. City Secretary replacement color laser printer
- Configure/install backup software on additional servers
- Configure/replace Admin Secretary PC
- Configure/install wireless access point at Animal Shelter
- Attend budget meetings with staff & City Manager
- Configure/reinstall Watchguard ELC software on PD pcs
- Configure/install advanced threat detection on all PCs
- Run cable/relocate firewalls to IT Building
- Reinstall antivirus on client pcs
- Configure/install 5-pack of security cameras
- Updates to City Network map
- Replace Verizon air cards with upgrades

- Configure/replace WWW desktop pc
- Setup live stream council meetings
- Obtain quote for IT Building conference table/chairs/tv for training
- Create cyber security phishing campaigns/deploy to employees
- Install replacement 100ft fiber patch cable at Old City Hall
- Run Cat 6 cable for cameras at Old City Hall
- Server maintenance/install firmware updates

#### Daily/Weekly/Monthly Tasks:

- Send out employee cyber training phishing tests
- OS updates on all 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:

- Complete State required Cyber Security Employee Training *(FY 20-21)*
- Upgrades to Microsoft Office licenses *(FY-20-21)*
- Assist PD w/ Cardinal CAD/ticket writer system migration *(FY 20-21)*
- Replace CH switch *(FY 20-21)*
- Install WAP at Animal Shelter *(FY 20-21)*
- Replace City Firewall/backup firewall *(FY 20-21)*
- Replace Library Useful server/hardware/software *(FY 20-21)*
- Replace credit card swipe readers with chip readers *(FY 20-21)*
- Installation of security cameras at Old City Hall *(FY 20-21)*
- Replace outdated Utility receipt printers *(FY 20-21)*
- Increase City network internet bandwidth from 100mbps to 250mbps *(FY 20-21)*
- Free re-design of City & EDC websites *(FY 21-22)*
- Relocate AT&T Fiber cables to IT Building *(FY 21-22)*
- Relocate AT&T Fiber circuit to IT Building *(FY 21-22)*
- Microsoft Office Exchange Email Archive *(FY 21-22)*
- Point to Point wireless Internet solution for locations not on fiber *(FY 21-22)*
- Re-cable all City buildings in preparation for VOIP infrastructure *(uncertain)*
- City-wide building VOIP phone software solution *(uncertain)*
- Research/implement timesheet/time off request software *(uncertain)*

## LAMPASAS PUBLIC LIBRARY

JUNE 2020

Circulation	We circulated 3,307 items in June, which is up 93.4% from May (1,710). The library reopened for “grab & go” service on June 1, so having people be able to come in and browse for books made quite a difference.
Door Count	There were 1,977 visitors during June. The library was closed the whole month of May.
Internet Usage	There were 32 Internet sessions in June, compared to none in May.
Wifi Usage	We had 101 distinct clients use the public wifi in June, which is up 42.3% from May. There was an average of 7 users per day, which up about 40% from last month.
Text Interactions	We communicated, via text messages, with 62 unique phone numbers in June, which is down 22.5% from May (80). We sent/received a total of 368 messages, which is up 2.2% from last month (360).
Postponements	Due to COVID-19, we have had to postpone or cancel many programs and events, including the Book Festival, Painted Chair Fundraiser, and some of the other monthly programs we had scheduled.
Library Park	The landscaping is done and now the tables, benches, and trash receptacles will be installed. It is looking better and better!
Summer Reading	Each week we offered craft packets for children to pick up. The packets also included a list of books that relate to the craft, if they wish to read about that topic. Each week we also posted a video on Facebook of a staff member reading a story from their book list. And the ScienceTellers, “Dragons: Return of the Ice Sorceress” video was posted on our Facebook page. This video will be viewable through the end of August.
Computers	We recently made 2 Internet computers available for use by appointment. We have had a growing number of people coming in to use them. We allow each person one 45-minute session per day, and they must wear a mask while on the computer.

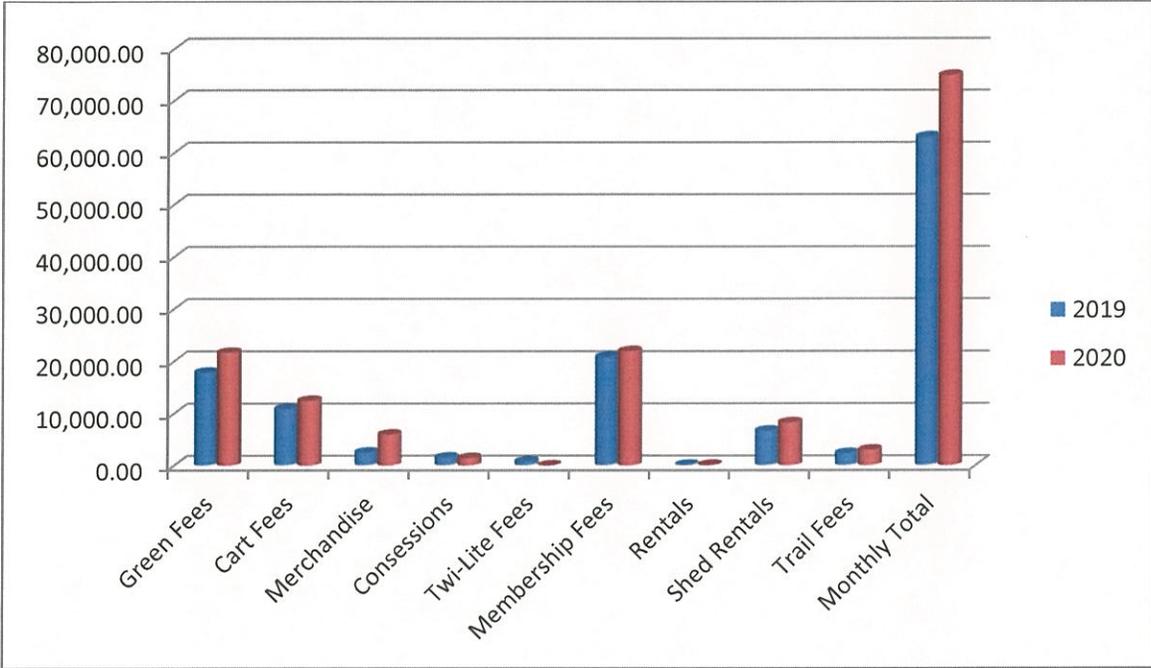
# Memo

**To:** Finley deGraffenied, City Manager  
**From:** Van Berry, Golf Course Manager  
**cc:** City Council Members  
**Date:** July 21, 2020  
**Re:** Monthly Report, June 2020

---

- James Allen, who works from 5:00 p.m. until closing, was not feeling well and went to the doctor on July 14. He was tested for COVID-19 and was told not to return to work until his test results came back, which they said would take about 10 days. No results as of today, July 21. I have been keeping in touch with him and he said that he is now feeling much better.
- July 18<sup>th</sup> & 19<sup>th</sup>, was our Britches and Bows couples tournament we had 96 golfers and the tournament went very well. The golfers followed the COVID-19 rules very well.
- Check all the sprinkler heads on the golf course to make sure they were working properly.
- Hand-watered a few small hot spots on the greens and tee boxes.
- Applied 6,000 lbs. of 30-10-0 fertilizer to the fairways.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Applied 300 lbs. of fertilizer on the greens.
- Sprayed the greens nitrogen.

# Hancock Park G.C. June Revenue Comparison 2019 and 2020



# Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Tuesday, July 21, 2020

Re: Monthly Report June 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	86
Convictions	33
Compliance Dismissals	32
Hrs. Community Service Completed	0
Total Dollar Amount CS	\$0.00
Waived for Indigency	\$0.00
Total Collected	\$23,668.79
Total kept by City	\$16,883.64

## CITY SECRETARY DEPARTMENT/ JUNE 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 the June 8 & June 22 regular Council meetings
- Processed (12) Open Records Requests; does not include those that Becky or Vicki may have responded to
- Worked on and provided employee census and dependent information for health and life insurance renewals
- Worked with Insurors of Texas, City's insurance broker, on the Scott & White health insurance annual renewal; happy to report that the City received a 5.29% reduced rate renewal
- Updating important dates and information related to the upcoming November 3, 2020 General Election
- Working with Colonial insurance rep on scheduling the annual open enrollment in August; providing them employee census information; due to COVID-19, may need to be done virtual and for additional days versus in person for a couple of days
- HR Department responsibilities including workers comp/insurance/liability claims, as well as City Secretary responsibilities

#### **Becky Sims, Zoning Administrator**

- Works with and supports the City Manager, City Secretary, Building Official and Directors on various projects as needed
- Post Council, Board and Committee meetings' agendas
- Building Department responsibilities – key contact 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; attended and took the minutes of the P&Z meeting held on June 2 and the ZBA meeting held on June 16
- Supports the City Secretary as Assistant City Secretary with not only preparing Council packets but other key work such as codification of City Ordinances; indexing of Council minutes and City Ordinances
- Attended the June 8 regular Council meeting; Attended the Texas Municipal Clerks Association, Records Management course, June 17-19, 2020

#### **Chasity Shifflett, Adm. Secretary/Permit Tech – started employment on May 18**

- Assist the City Manager, City Secretary, Zoning Administrator, and Building Official with daily operations
- Post Board and Committee meetings' agendas
- Training on maintaining Monthly Newsletter on City Website
- Is being trained on preparing and posting LEDC and CIP agendas and minutes on City website(s), posting City Council minutes on website upon Council approval; and sitting in on Parks Board and Airport Board meetings to be a backup for the Parks Secretary
- Training on issuing Building Department permits; filing for Building Department
- Maintains inspection and registration process for all City vehicles
- Being cross-trained in helping maintain the City's Records Retention schedule
- Attended and took minutes of the June 11 CIP meeting and the June 17 LEDC meeting; attended the June 10 Airport Board meeting, June 12 CPAC meeting, and June 18 Parks Board meeting

#### **Ramon Canada, Custodian**

- Provided custodial services and minor maintenance to the City Administration Building, Police Department and City Library; serves as backup to the other custodian, Trisha Eicher, when she is off.

#### **Personnel Information– currently**

- 115 Fulltime positions & 15 Part-time positions; there are presently 4 F/T & 2 P/T vacancies: Posted vacancies: Park Maintenance Technician and Light Equipment Operator (2 positions). The 2 P/T vacancies are P/T Firefighter positions but are currently not posted. The fulltime position not posted at this time is for a Cemetery Worker due to the upcoming retirement of Curtis Windham at the end of the month.

To: Finley deGraffenried, City Manager  
Honorable Mayor and City Council  
From: Sammy Bailey, Chief of Police  
Date: July 2, 2020

Re: Monthly City Council Report, June 2020

Events: Spring Ho Meetings, Congressman Williams meeting at the Courthouse, Burbey and Hildenberg Peaceful Protest, Gary Peaceful Protest, Graduation, Graduation Events, Agency Assist with the Marble Falls Peaceful Protest, Spring Ho cancelation meetings, Chamber meetings reference their events, and drive by Birthday parties.

Personnel: Sgt. Investigator Boswell and Officer Garrett Bradley were previously honored by the 100 Club for saving the lives of others. They received additional honors from the American Police Hall of Fame in June.

Jeremy Herring, a 13 year veteran with the Lampasas County Sheriff's Office, joined our patrol unit on June 15<sup>th</sup>. Rachel White, joined the Animal Shelter on the same day..

We had a scare with one officer having direct exposure to the coronavirus and three others becoming ill. All four were tested, I'm happy to report, that all test came back negative, none of the officers had the Coronavirus.

Statistics: Sgt. Sheldon did some fancy scheduling due the four officers that were off due to precautions and for those that were on vacation to not have to cancel vacations and come back to work. A short schedule, coronavirus precautions, illnesses, and civil unrest are excuses I can give you for our statistics having a decrease during this time. I need to brag on Officer Bowman, he worked 95 hours and had a total of 100 contacts.

Support: As you know the civil unrest comes with anti-police rhetoric on some social media and media outlets. We have been inundated with an overwhelming amount of support and love for our department. We are blessed to live and work in Lampasas with such amazing and supportive citizens.

Volunteers: We were able to have our CPAAA volunteers come back and help us for 17.75 hours. The Animal Shelter will start scheduling volunteers to come back in July.



	June-20	YTD	06/2019 YTD
<b>ACCIDENTS:</b>			
MINOR ACCIDENTS	22	120	132
MAJOR ACCIDENTS	0	8	14
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	22	128	146
<b>CODE ENFORCEMENT:</b>			
HIGH WEEDS & TRASH	27	130	146
JUNK / UNREGISTERED VEHICLES	1	23	31
SUBSTANDARD HOUSING	0	0	2
BUILDING COMPLAINTS	0	0	2
MISCELLANEOUS	26	113	129
TOTAL CODE COMPLAINTS	54	266	310
<b>DAILY ACTIVITIES:</b>			
CALLS FOR SERVICE	939	5280	6296
TELEPHONE CALLS RECEIVED	4887	29269	32098
ESCORTS	53	281	461
MOTORIST ASSISTS	39	253	333
EMERGENCY ORDER OF DETENTION	0	9	10
BEHAVIORAL CRISIS	6	31	30
911 CALLS	242	1351	1307
TEXT TO 911	0	1	0
OPEN RECORD REQUESTS	31	193	216
<b>ANIMAL CONTROL:</b>			
ANIMAL CFS & FOLLOW UPS	173	946	1038
ANIMAL IMPOUNDS	29	234	321
<b>CPAAA VOLUNTEER HOURS:</b>	17.75	132.75	412.75

OFFICER COUNT: 21 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)

	<b>Jun-20</b>	<b>YTD</b>	<b>06/2019 YTD</b>
<b>WARRANT TOTALS:</b>			
LMC WARRANTS ISSUED	0	144	388
LMC WARRANTS RECALLED	45	352	434
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	3	70	238
LMC WARRANTS PAID AT LMC / PD	0	1	5

	<b>Jun-20</b>	<b>YTD</b>	<b>06/2019 YTD</b>
<b>WARRANT \$ AMOUNTS:</b>			
LMC WARRANTS ISSUED	\$0.00	\$86,783.36	\$246,146.73
LMC WARRANTS RECALLED	\$27,397.37	\$183,890.86	\$234,605.52
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$1,988.46	\$45,071.01	\$152,757.53
MONEY COLLECTED AT PD	\$0.00	\$511.84	\$2,833.37

Report Prepared by Kelli Sanguinet 07/02/2020

LAMPASAS ANIMAL SHELTER  
CITY LOG

June 2020

DATE	INTAKE	SEX	AGE	BREED	COLOR	ADDRESS	NAME	PRECAUTIONS	DISPOSITION	OFFICER
06/01/2020	IMP P10709	F	SR	MIN PIN X	RED/RUST	107 W NORTH/CHESTNUT	COFFEE		RTO 6-2	CITIZEN
06/02/2020	IMP P10710	F	B	DSH	BRN TAB	10 STEELE	JASMINE		EUTH	CITIZEN
06/02/2020	IMP P10711	F	B	DSH	TORTIE	10 STEELE	LAVENDER			CITIZEN
06/02/2020	IMP P10712	F	B	DSH	TORTIE	10 STEELE	GERANIUM		ADOPTED 6-19	CITIZEN
06/03/2020	IMP P10713	F	A	LAB MIX	BLACK	18 WOLFE	SKEETER		RTO 6-3	113
06/04/2020	IMP P10714	M	A	DSH	GREY/WHIT TAB	203 MOCKINGBIRD		FERAL	EUTH 6-4	131
06/04/2020	SUR P10715	F	9M	CHIHUAHUA X	WHITE/TAN	1203 E AVE F	ITSY		RESCUE 6-5	CITIZEN
06/04/2020	SUR P10716	F	9M	CHIHUAHUA X	TAN/WHIT	1203 E AVE F	BITSY		RESCUE 6-5	CITIZEN
06/05/2020	IMP P10717	F	B	DSH	CALICO	825 N RIDGE A		URI UNWEANED	EUTH 6-6	131
06/09/2020	IMP P10718	M	B	DSH	BLK/WHIT	PUTTERS AND GUITTERS		FERAL	EUTH 6-10	131
06/09/2020	IMP P10719	F	A	DSH	RED TAB	1136 LIMESTONE		SICK	EUTH 6-11	131
06/10/2020	IMP P10720	M	A	CHIHUAHUA X	TAN/WHIT	415 W 6TH	ROLAND		adopted	131
06/10/2020	IMP P10721	M	B	DSH	COLOR POINT	606 S SUMMER	LINCOLN			CITIZEN
06/10/2020	IMP P10722	F	B	DSH	BRN TAB	606 S SUMMER	LEEANN			CITIZEN
06/10/2020	IMP P10723	F	B	DSH	CALICO	606 S SUMMER	LILLY			CITIZEN
06/10/2020	IMP P10724	F	B	DSH	BRN TAB	HOSTESS HOUSE HWY 281	CARLA		ADOPTED	131
06/15/2020	IMP P10725	F	B	DSH	BLK/WHIT	406 N CHESTNUT		SICK	EUTH 6-16	CITIZEN
06/15/2020	IMP P10726	F	B	DSH	BLK/WHIT	406 N CHESTNUT		SICK	EUTH 6-16	CITIZEN
06/15/2020	IMP P12727	F	B	DSH	BRN/WHIT TAB	406 N CHESTNUT		SICK	EUTH 6-16	CITIZEN
06/15/2020	QUAR P10728	M	A	CATAHOULA X	WHITE/BLACK	306 N WALNUT	FAT HENRY		RTO	CITIZEN
06/16/2020	IMP P10729	F	A	DSH	BLACK	8 CAMERON		FERAL	EUTH 6-16	131
06/16/2020	IMP P10730	F	B	DSH	BLACK	1056 NARUNA			RESCUE	131
06/17/2020	IMP P10731	M	A	TERRIER X	BLK/WHIT	82 SUE ANN	ZIGGY		ADOPTED	131
06/18/2020	IMP P10732	M	A	DSH	SEAL POINT	203 MOCKINGBIRD		FERAL	EUTH 6-22	131
06/19/2020	IMP P10733	F	A	DSH	BLK/WHIT	502 E 4TH		FERAL	EUTH 6-19	CITIZEN
06/22/2020	IMP P10734	F	B	DSH	BLACK	502 E 4TH		FERAL	EUTH 6-22	CITIZEN
06/22/2020	SUR P10735	M	B	ACD X	BLK/TAN	401 N BROAD	KALEB			CITIZEN
06/22/2020	SUR P10736	F	B	ACD X	BLK/TAN	401 N BROAD	KALEE		ADOPTED 6-25	CITIZEN
06/22/2020	SUR P10737	M	B	ACD X	BLK/WHIT	401 N BROAD	KADE			CITIZEN
06/22/2020	SUR P10738	M	B	ACD X	BLK/WHIT	401 N BROAD	KARTER		ADOPTED	CITIZEN
06/22/2020	SUR P10739	M	B	ACD X	BLK/WHIT	401 N BROAD	KEITH			CITIZEN
06/22/2020	SUR P10740	F	B	ACD X	BLK/WHIT	401 N BROAD	KARA		ADOPTED 6-23	CITIZEN
06/22/2020	IMP P10741	F	A	CHICKEN	WHT/BLACK	74 SUE ANN		OWNER SURRENDERED	ADOPTED	131
06/23/2020	IMP P10742	M	B	DSH	BLUE	203 MOCKINGBIRD		FERAL	EUTH 6-23	131
06/23/2020	IMP P10743	F	B	DSH	BLACK	502 E 4TH		FERAL	EUTH 6-23	CITIZEN
06/23/2020	IMP P10744	MN	SR	BORDER COLLIE X	BLK TRI	6TH BY KLINE	OREO		RTO 6-23	CITIZEN
06/23/2020	IMP P10745	M	A	PIT MIX	RED/WHIT	SHELLKEY	BACARDI		RTO 6-29	131
06/24/2020	IMP P10746	M	A	DMH	BLUE	203 MOCKINGBIRD		FERAL	EUTH 6-29	131
06/24/2020	IMP P10747	F	B	DSH	BLK/WHIT	5TH WALNUT		HBC	EUTH 6-24	131
06/24/2020	IMP P10748	M	B	DSH	RED TAB	813 N RIDGE	DONNIE			CITIZEN
06/24/2020	IMP P10749	M	B	DSH	APRICOT/WHIT TAB	813 N RIDGE	SPLINTER			CITIZEN
06/24/2020	IMP P10750	M	B	DSH	WHT/APR TAB	813 N RIDGE		URI	EUTH	CITIZEN
06/24/2020	IMP P10751	M	B	DSH	RED/WHIT TAB	813 N RIDGE	LEO			CITIZEN
06/24/2020	IMP P10752	M	B	DSH	BRN/WHIT TAB	813 N RIDGE	RAPH			CITIZEN
06/24/2020	IMP P10753	M	B	DSH	BRN/WHIT TAB	813 N RIDGE	MIKE			CITIZEN
06/24/2020	IMP P10754	F	B	DSH	CALICO	902 MCLEAN	DANDY			131
06/25/2020	IMP P10755	A	A	DSH	BLK/WHIT	4 DANA		FERAL	EUTH 6-29	131
06/26/2020	IMP P10756	M	A	LAB X	BLK/WHIT	700 W AVE C				131

LAMPASAS ANIMAL SHELTER  
CITY LOG

June 2020

DATE	INTAKE	SEX	AGE	BREED	COLOR	ADDRESS	NAME	PRECAUTIONS	DISPOSITION	OFFICER
06/26/2020	IMP P10757	M	B	DSH	BRN TAB	705 S BROAD		RINGWORM	EUTH 6-26	131
06/26/2020	IMP P10758	M	B	DMH	BRN/WHI TAB	705 S BROAD		RINGWORM	EUTH 6-26	131
06/29/2020	IMP P10759		B	DSH	BLUE	502 E 4TH		FERAL	EUTH 6-29	CITIZEN
06/29/2020	SUR P 10760	F	B	DSH	RED TAB	801 1/2 E AVE C	APRIL			CITIZEN
06/30/2020	IMP P10761	M	A	DMH	BLACK	808 W AVE A	MAVERICK			131



Finance/Utility Billing & Collection

# MEMO

Date: July 22, 2020

To: Finley deGraffenried, City Manager

*Yvonne*  
From: Yvonne Moreno, Finance Director

RE: Monthly Report for June 2020

## Finance Department:

- \* Completed/reviewed all journal entries.
- \* Worked on budget sheets for the departments and put figures in the system.
- \* Worked with staff regarding Covid-19 standards for interaction with the public.
- \* 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 June was \$251.45.
- \* Sales Tax for June was \$172,545 which is an increase of 8.87% from June of 2019.
- \* Reconciled 18 bank accounts
  - Processed 284 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

## Utility Department:

- The Electric billing for June 2020 was 8.26% higher than was billed in June 2019.  
The Water billing for June 2020 was 15.49% higher than what was billed in June 2019.
- June Statistics for the department:

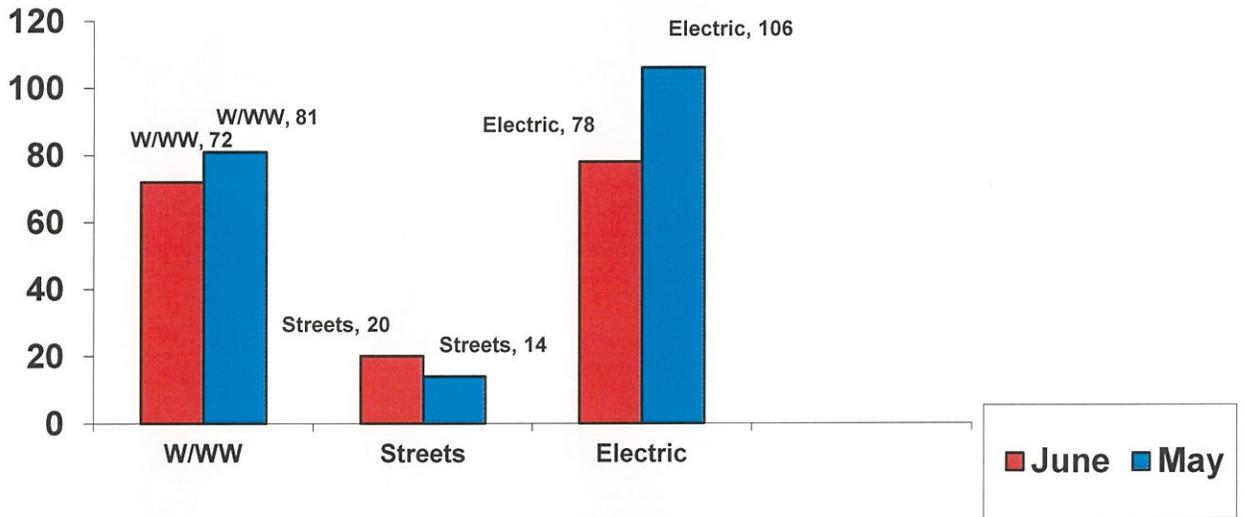
Total Water Customers	3,553
Total Wastewater Customers	2,840
Total Electric Customers	4,940
Residential Garbage Customers	2,730
Connects:	70
Disconnects:	62
Read In/Read Out:	43
Disconnects for Non-Pay:	0



## Public Works

### JULY 2020

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



**Work Order Summary:**

Received: 170

Completed: 151

Voids: 1

# Memo



To: Rickie Roy  
From: Flint Geagley  
Date: July 6, 2020  
Re: June Activities

Electric Department

---

This month's activities involved:

- Received a total of 78 work orders and completed 75.
- Replaced 8 poles, removed service and service pole to house being removed, worked 9 work orders for tree trimming, upgraded line at 505 West 1st and started Spring Ho prep
- Connected: 7 upgrades, 4 new services, and 3 temps
- Set 8 poles: replaced 8 poles on the inspection list
- Overtime: Received 11 callouts – 2- storm, 2- animal contact, 1- on customer side, 1-house fire, 2- bad transformer, 1- refused line (unknown), 1- reconnect upgrade and 1- set meter
- Activities for the Year 2019 - 2020:
  - Pole Inspection replacement: total 389 poles, have replaced 285 poles
  - Stone Valley: Set poles on Sandstone Cove (70% complete)
  - New Strip Center by Walmart: Have received transformer
  - Brown St Subdivision: rebuilt line on Brown street to remove pole out of entrance to subdivision. Ordered material for underground service (20% complete)
  - New Covenant Church: Have received transformer

To: Rickie Roy  
From: Carlos Garcia  
Date: Tuesday, July 21, 2020  
Re: June Monthly

Street Department

---

Mr. Roy,

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

- 1) Street – Total Work Orders = 20, Total Complete = 10, Total Outstanding =10, Total Void = 1
- 2) Mowed drains and right away.
- 3) We did patch workorders.
- 4) Tree trimming.
- 5) Line of sights

For the month of July, we will be continuing routine road and patching repair. We will be continuing taking care of work orders. Continuing working on line of sights. Mowing and weed eating the drains and right a way. We will perp www cuts for seal coat.

# Monthly Report



Water/Wastewater  
Department

To: Rickie Roy, Public Works Director  
From: Van Sims, W/WW Operations Manager  
Date: July 14, 2020  
Re: June 2020 Monthly Report

---

## Summary of Activities

- ***Operation of Water Distribution System***
  1. Made 5 new service taps.
  2. Repaired 3 water leaks.
  3. Set 4 water new water meters.
  4. Completed required monthly flushing.
  5. Conducted all required water testing; recorded and logged data.
  
- ***Operation of Wastewater Collection System***
  1. Made 5 new sewer tap.
  2. Cleared 7 sewer stoppages.
  3. Completed all monthly lift station checks.
  4. Completed North Spring sewer line extension.
  
- ***Operation of Wastewater Treatment Facility***
  1. Completed all daily checks of equipment and facilities.
  2. Collected all TCEQ required samples for the municipal plant.
  3. Performed all required analysis, recorded and logged data.
  4. Performed all routine maintenance on scheduled equipment.
  5. Removed 400 yds of cake.
  
- Total Work Orders Completed -72
- Utility Locates -35
- Customer Service Calls -8

Water Report						
	Purchased Water	Total Sold	City Unmetered Water Use	Sold & Unmetered Water Use	Water Loss	Unaccounted Water
January		52724400	1145265	53869665	-53869665	#DIV/0!
February	27641000	23909899	3448075	27357974	283026	1.02%
March	32881000	23271760	1524150	24795910	8085090	24.59%
April	30065000	28128670	548250	28676920	1388080	4.62%
May	39005700	34513340	474400	34987740	4017960	10.30%
June	50169700	39688210	1549925	41238135	8931565	17.80%
July				0	0	#DIV/0!
August				0	0	#DIV/0!
September				0	0	#DIV/0!
October				0	0	#DIV/0!
November				0	0	#DIV/0!
December				0	0	#DIV/0!
<b>Total</b>	<b>179762400</b>	<b>202236279</b>	<b>8690065</b>	<b>210926344</b>	<b>-31163944</b>	<b>-17.34%</b>

# 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

Re: Monthly Report, June 2020

## ACTIVITIES:

### June 2019

\*\*\* SEGMENT RECAP \*\*\*

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	6	230,000.00	2,291.70
ELE - ELECTRICAL	29	0.00	2,259.50
MEC - MECHANICAL	13	11,945.00	685.00
PLB - PLUMBING	13	0.00	655.00
POOL - SWIMMING POOL	1	43,500.00	25.00
REM - REMODEL/ADDITION	15	232,029.25	2,105.00
SIGN - SIGN	6	5,060.00	205.00
SPRINK - SPRINKLER	1	4,250.00	65.00
*** TOTALS ***	90	526,784.25	8,291.20

### June 2020

\*\*\* SEGMENT RECAP \*\*\*

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	4	425,000.00	1,211.60
DEM - DEMOLITION	1	0.00	50.00
ELE - ELECTRICAL	22	22,000.00	6,685.21
FENCE - FENCE	2	1,700.00	70.00
MEC - MECHANICAL	9	0.00	505.00
PLB - PLUMBING	14	27,635.00	615.00
POOL - SWIMMING POOL	1	30,000.00	200.00
REM - REMODEL/ADDITION	24	951,581.25	4,805.00
SHED - SHED, PATIO, DECK	1	2,000.00	0.00
SIGN - SIGN	2	45.72	65.00
SPRINK - SPRINKLER	3	5,975.00	155.00
*** TOTALS ***	86	1,465,936.97	14,361.81

## Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: July 15, 2020



### Life Safety Grant

We've received (1) completed application for the Life Safety Grant. The review panel met and discussed the application and grant request. We have sent a letter to the business owner explaining the application was approved, however a couple of the items listed for reimbursement were not considered "life safety improvements" and will not be included in the overall amount granted. The items which were approved included: panic hardware for doors, exit signage and an emergency key box (knock box) for access by first responders if the business owner is not available during an emergency. We have given the application to (3) additional businesses and anticipate seeing another application (or multiple) to review in the coming months.

### EDA Grant

As we discussed in June, I am working with Langford Community Management Services on the EDA CARES Act Recovery Assistance grant application to assist in developing Phase 1 of the Business Park. As of now we are compiling information mandatory for the application, and soon I'll begin collecting support letters to include with our submission. We hope to have this application completed by the August LEDC Meeting.

### Internet

At this time, (2) internet service providers have submitted applications for attachment to City utility/service poles. It is the City's intention to work concurrently with their design engineers to assess their network route and make-ready requirements, while reviewing their application and negotiating an agreement. Our rep through Local Government Services will be contacting each ISP respectively to negotiate and complete the attachment agreement along with additional items the City is requesting.

### Development

The Cherry on Top is moving along with only a few minor items to complete (tile and a/c) and anticipate opening by mid-to-late August.

Lampasas Beer Market is lacking a few plumbing and cosmetic items, but anticipates opening by late July.

Heritage Funeral Home submitted a revised set of plans that will be reviewed internally, then sent off for third-party review as well. The owner has also requested an application for the Life Safety Grant with plans to install a fire suppression system.



The fire marshal recently submitted an RFI to the developer for the project on Hwy 190 with Built Wright Construction. According to the plans submitted, the design of the fire suppression system has been altered and will need to be re-designed and reviewed to pass inspection.

New Covenant Church has gone vertical and plan to have their structural steel inspection soon. The intent of this building is for youth activities and potential expansion of Heritage Daycare.

Former Hwy 281 Café (300 S Hwy 281) is under a remodel and will eventually be a new retail location. We've received the conceptual design, and anticipate receiving a full set of plans soon. Staff plans to meet with the contractor next week.

Silver Creek Assisted Living passed state inspection and is officially open and accepting tenants. They have (3) residents thus far and at full capacity can accommodate up to (42) total residents. They also have an area they cleared along the creek so their residents have a place to fish and enjoy the outdoors.

Envoy Mortgage and Baby J's Children's Boutique got their final inspection in the Marketplace Retail building on S Hwy 281.

Kindred Spa (formerly Interlude Spa) has passed inspection and is open at 205 S Key Ave Suite B near Area Wide Locksmith.

## **Business Workshops**

I met with Melissa Unger last week to discuss small group business workshops we anticipate hosting in the Fall. We plan to break up by areas so the groups aren't too large and we'll be able to space out – downtown merchants, N Key Ave, S Key Ave, E 190, S 281, etc. Our plan is to survey business owners on their top 1-2 topics for workshops and decide from those results, but the topics we've discussed thus far include: Business Plan creation and guidance with an SBD rep; E-Commerce and creating your business website with a web developer (and a few small business owners from other cities that currently have websites and online sales); Funding/Grant resources for small business owners with specific (federal/state) reps with expertise in this area; and presenting Retail Coach data and explaining how it can translate into marketing strategies/developing a Marketing Plan.

## **Sales Tax**

We anticipated a dip in sales tax receipts for the month of July, but once again, we were shocked to see the Comptroller report the City had another increase. There was \$193,607.43 reportedly collected, compared to \$152,956 last year, showing a 26.58% increase.



# Lampasas Fire Department

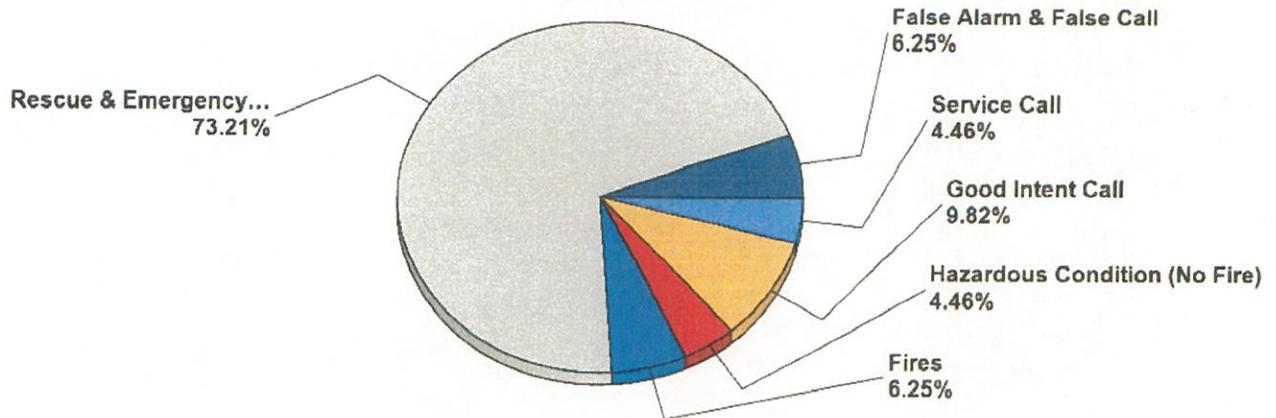
Lampasas, TX

This report was generated on 7/23/2020 7:13:31 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2020 | End Date: 06/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	6.25%
Rescue & Emergency Medical Service	82	73.21%
Hazardous Condition (No Fire)	5	4.46%
Service Call	5	4.46%
Good Intent Call	11	9.82%
False Alarm & False Call	7	6.25%
<b>TOTAL</b>	<b>117</b>	<b>104.45%</b>

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

**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
111 - Building fire	3	2.56%
138 - Off-road vehicle or heavy equipment fire	1	0.85%
142 - Brush or brush-and-grass mixture fire	2	1.71%
143 - Grass fire	1	0.85%
311 - Medical assist, assist EMS crew	66	56.41%
321 - EMS call, excluding vehicle accident with injury	4	3.42%
322 - Motor vehicle accident with injuries	1	0.85%
324 - Motor vehicle accident with no injuries.	10	8.55%
353 - Removal of victim(s) from stalled elevator	1	0.85%
412 - Gas leak (natural gas or LPG)	5	4.27%
512 - Ring or jewelry removal	1	0.85%
550 - Public service assistance, other	1	0.85%
551 - Assist police or other governmental agency	1	0.85%
553 - Public service	1	0.85%
561 - Unauthorized burning	1	0.85%
611 - Dispatched & cancelled en route	8	6.84%
622 - No incident found on arrival at dispatch address	1	0.85%
631 - Authorized controlled burning	1	0.85%
651 - Smoke scare, odor of smoke	1	0.85%
700 - False alarm or false call, other	3	2.56%
730 - System malfunction, other	1	0.85%
733 - Smoke detector activation due to malfunction	2	1.71%
745 - Alarm system activation, no fire - unintentional	1	0.85%
<b>TOTAL INCIDENTS:</b>	<b>117</b>	<b>99.93%</b>

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

# Lampasas Fire Department

Lampasas, TX

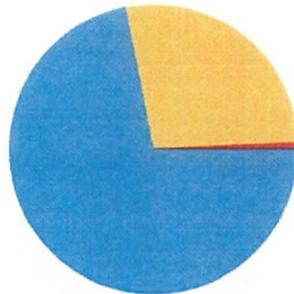
This report was generated on 7/23/2020 7:14:56 AM



## Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 06/01/2020 | End Date: 06/30/2020

% of Incidents per Zone



■ City Limits - City Limits  
■ County - County  
■ West End - West End

INCIDENT TYPE	# INCIDENTS	% of TOTAL
<b>City Limits - City Limits</b>		
111 - Building fire	1	0.85%
311 - Medical assist, assist EMS crew	59	50.43%
321 - EMS call, excluding vehicle accident with injury	2	1.71%
324 - Motor vehicle accident with no injuries.	5	4.27%
353 - Removal of victim(s) from stalled elevator	1	0.85%
412 - Gas leak (natural gas or LPG)	4	3.42%
512 - Ring or jewelry removal	1	0.85%
551 - Assist police or other governmental agency	1	0.85%
561 - Unauthorized burning	1	0.85%
611 - Dispatched & cancelled en route	1	0.85%
631 - Authorized controlled burning	1	0.85%
651 - Smoke scare, odor of smoke	1	0.85%
700 - False alarm or false call, other	3	2.56%
730 - System malfunction, other	1	0.85%
733 - Smoke detector activation due to malfunction	1	0.85%
745 - Alarm system activation, no fire - unintentional	1	0.85%
<b>Zone: City Limits - City Limits Total Incident:</b>	<b>84</b>	<b>71.79%</b>
<b>County - County</b>		
111 - Building fire	2	1.71%
138 - Off-road vehicle or heavy equipment fire	1	0.85%
142 - Brush or brush-and-grass mixture fire	2	1.71%
143 - Grass fire	1	0.85%
311 - Medical assist, assist EMS crew	6	5.13%
321 - EMS call, excluding vehicle accident with injury	2	1.71%
322 - Motor vehicle accident with injuries	1	0.85%
324 - Motor vehicle accident with no injuries.	5	4.27%
412 - Gas leak (natural gas or LPG)	1	0.85%
550 - Public service assistance, other	1	0.85%

Report shows count of incidents for Status selected.

553 - Public service	1	0.85%
611 - Dispatched & cancelled en route	7	5.98%
622 - No incident found on arrival at dispatch address	1	0.85%
733 - Smoke detector activation due to malfunction	1	0.85%
<b>Zone: County - County Total Incident:</b>	<b>32</b>	<b>27.35%</b>
<b>West End - West End</b>		
311 - Medical assist, assist EMS crew	1	0.85%
<b>Zone: West End - West End Total Incident:</b>	<b>1</b>	<b>0.85%</b>
<b>TOTAL INCIDENTS FOR ALL ZONES:</b>	<b>117</b>	<b>100%</b>

Report shows count of incidents for Status selected.

**THIS PAGE INTENTIONALLY LEFT BLANK**

## City of Lampasas

## M E M O

To: Mayor and City Council  
From: Finley deGraffenried  
Re: Manager's Report  
Date: 23 July 2020

- Streets** In addition to work on West Ave E by contractors, Rickie reports that the Street Department has also been chip seal paving in various parts of the City. Although chip seal does not provide the same level-up results of HMAC, it does extend the life of current pavement, and provides a safe and passable surface. To date the Department has paved Spring Street, from North to Avenue A; Deb Lynn, from Willis to Chevy Way; College Street; and Pecan, from 7<sup>th</sup> to 8<sup>th</sup>.
- Prosecutor** The City has received letters of interest and qualifications from two firms/attorneys expressing desire to serve as City Prosecutor. The vacancy was posted in the Dispatch and local firms were encouraged to submit qualifications. Staff is prepared to provide time on the next Council agenda for discussion with applicants if desired.
- KWSC** Several meetings ago Council conferred authority to the City Manager to negotiate and finalize a wheeling agreement with Kempner Water Supply Corporation ("KWSC"). The Agreement would allow KWSC to use City water from the Georgetown Tank and deduct gallons used for their customers from the normal monthly billing. The City was also seeking minimal compensation (\$0.09 per 1000 gallons) to cover the direct costs of chemicals used at our injection sites. Kempner has pulled the Agreement twice from their monthly meetings, and has not provided our staff or Counsel any input on the Agreement, although we have solicited such. On Wednesday afternoon, staff was informed by email that an Agreement was not necessary because Kempner owned the transmission main from the 190 meter to the Georgetown Tank, and that they had 37% capacity in the line. Although the item was pulled from the KWSC agenda, I attended their meeting on the 22<sup>nd</sup>, and provided input under public comments. The same day, the City requested documents, through a formal Open Records Request, for any proof of their claims. The City and our Counsel have not found any reference, agreement, or recollection of such a claim, and moreover the 2001 and 2006 Contracts explicitly contradict such a claim. Stay tuned.

Library Park

If you haven't been by, please take a look. The lawn has been mowed twice, and hardscaping has been installed. With minimal assistance from the Street and Parks Departments, the Library Foundation has created an impressive community space worthy of the praise and recognition from residents.

Staff

As Council may have noticed in Christina's report, we are sad to announce the retirement of Curtis Windham. Curtis has served the City and our residents since 2002, and at 70 years young, I don't think many of us could out work, weed eat or out chop him. Staff also reports that employee input is being sought on recognition programs, employee events and the annual BB-Que and Christmas dinner. Staff will share results, and seek Council input, after the budget process is complete.

## Finley deGraffenried

---

**From:** Finley deGraffenried  
**Sent:** Wednesday, July 22, 2020 4:40 PM  
**To:** Delores Coberley  
**Subject:** Open Records Request

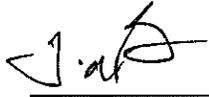
Pursuant to the Texas Government Code Chapter 552, I am requesting the following public information:

- Copies of all Kempner Water Supply Corporation ("KWSC") workorders related to repair, replacement or maintenance of any water lines, hydrants, valves, or related appurtenances within the City of Lampasas CCN, within the City Limits of the City of Lampasas, or on the City of Lampasas side of the 190 meter from 1980 to present.
- Copies of all receipts, cancelled checks or statements related to payment by KWSC to the City of Lampasas related to franchise payments, Right of Way payments, or license payments for use of City of Lampasas Right of Way from 1980 to present.
- Copies of all construction documents and specifications related to any water main construction within the City of Lampasas CCN, within the City of Lampasas City Limits, or on the City of Lampasas side of the 190 meter, including bid tabulations, as built drawings, inspection reports and payment requests.
- Copies of any documents, records, or agreements indicating title, ownership, or capacity rights in any water mains located within the City of Lampasas CCN, within the City of Lampasas City limits, or on the City of Lampasas side of the 190 meter.

Thanks, and the records may be provided digitally to my email address if possible. If not please let me know when they are available for inspection at your office.

Finley deGraffenried

**THIS PAGE INTENTIONALLY LEFT BLANK**

  
City Manager

ITEM NO. 7.1

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

---

---

**Subject:**

Discussion and possible action regarding Lampasas Central Appraisal District (LCAD) FY 20/21 Budget.

Requested By: Finley deGraffenried, City Manager

Submitted By: Melissa Gonzales, Chief Appraiser

Date Submitted: July 21, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

N/A

Attachments: Proposed LCAD 2021 Budget Plan

---

---

**Summary Statement:**

This item was presented during workshop. At this time City Council has the opportunity to approve the budget, disapprove the budget or approval by inaction.

**Recommendation:**

To consider a motion to approve the budget at presented, disapprove the budget or approval by inaction of the Lampasas Central Appraisal District Budget FY 20/21.

**THIS PAGE INTENTIONALLY LEFT BLANK**



City Manager

ITEM NO. 7.2

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

**Subject:**

Discussion and possible action for an accelerated purchase of a 2020 Police Interceptor Utility from Silsbee Ford and equipment not to exceed \$57,000.00.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: July 20, 2020

For the agenda of: July 27, 2020

**Procurement and Funding Statement:**

N/A

Attachments: Silsbee Product Summary Vehicle Quote, Equipment cost and installation, and Motorola price quote for a mobile radio unit.

**Summary Statement:**

In keeping with a budgeted fleet management program the Lampasas Police Department budgeted in the 2020-2021 budget to replace a high mileage, high use patrol unit. Silsbee Ford has co-op plans with HGAC and Buy Board where they priced a 2020 Ford Interceptor Utility at \$33,236.00 with additional cost to install most of the needed equipment for a total of \$47,891.75. We would need to add to this cost a mobile radio from Motorola \$7,485.36 and a stripe kit along with installation cost of \$1,500.00 for a total of \$56,877.11.

**Recommendation:**

Chief of Police Sammy Bailey recommends the accelerated purchase of this vehicle and equipment to receive the unit and equipment at this cost without an extended wait for the delivery of the vehicle.



Quote Number: QU0000509162  
 Effective: 09 JUL 2020  
 Effective To: 07 SEP 2020

**Bill-To:**  
 LAMPASAS, CITY OF  
 312 E THIRD  
 LAMPASAS, TX 76550  
 United States

**Ultimate Destination:**  
 LAMPASAS, CITY OF  
 410 E FOURTH ST  
 LAMPASAS, TX 76550  
 United States

**Attention:**  
**Name:** Sammy Bailey  
**Phone:** 512-556-6235

**Sales Contact:**  
**Name:** Gene Aicher  
**Email:** Gene.Aicher@bearcom.com  
**Phone:** 512-964-5510

**Contract Number:** HGAC  
**Freight terms:** FOB Destination  
**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	Your price	Extended Price
1	1	M37TXS9PW1AN	APX8500 ALL BAND HP MOBILE	\$6,933.47	\$6,933.47
1a	1	G51AT	ENH: SMARTZONE OPERATION APX		
1b	1	QA01648AA	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY		
1c	1	G831AD	ADD: SPKR 15W WATER RESISTANT		
1d	1	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	-	-
1e	1	G361AH	ENH: P25 TRUNKING SOFTWARE APX		
1f	1	GA00580AA	ADD: TDMA OPERATION APX		
1g	1	G996AS	ENH: OVER THE AIR PROVISIONING		
1h	1	GA01767AG	APX MOBILE RADIO AUTHENTICATION		
1i	1	GA05509AA	DEL: DELETE UHF BAND		
1j	1	GA01580AA	ADD: COVERT GNSS GLASSMOUNT LMR100		
1k	1	GA01607AA	ADD: NO WI-FI ANTENNA NEEDED	-	-
1l	1	G89AC	ADD: NO RF ANTENNA NEEDED	-	-
1m	1	W22BA	ADD: STD PALM MICROPHONE APX		
1n	1	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	-	-
1o	1	GA00318AF	ADD: 5Y ESSENTIAL SERVICE		
1p	1	G843AH	ADD: AES ENCRYPTION APX AND ADP		
1q	1	G806BL	ENH: ASTRO DIGITAL CAI OP APX		
1r	1	GA01670AA	ADD: APX E5 CONTROL HEAD		
1s	1	G444AH	ADD: APX CONTROL HEAD SOFTWARE	-	-
2	1	EQ000103A02	MULTIPLEXER,_ALL BAND, APX8500, VEHICLE	\$169.15	\$169.15
3	2	CB000091A03	CABLE, COAXIAL,QMA PLUG TO MINI-UHF JACK CONNETOR	\$39.24	\$78.48
4	1	HAF4013A	7/8/900 MHZ WIDEBAND LOW PROFILE, 3DB GAIN THROUGH HOLE NMO MOUNT	\$36.55	\$36.55
5	1	HAD4017A	ANT ROOF MT WB VHF 146/174	\$42.71	\$42.71
6	225	SVC03SVC0123D	SUBSCRIBER INSTALL - SVCR LOCATION	\$1.00	\$225.00

Total Quote in USD

\$7,485.36

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)

QUOTE

AGENCY  
DATE QUOTED  
SALESMAN

CITY OF LAMPASAS  
16-Jul-20  
RICHARD HYDER

PART NUMBER		DESCRIPTION	UNIT PRICE	EXT PRICE
<b>2021 FORD PI UTILITY</b>				
W.GB2SP3J-PKG	1	WHELEN 54" LEGACY LIGHTBAR PKG	\$ 2,495.00	\$ 2,495.00
W.CCSRN5	1	CENCOM CARBIDE SIREN	INC	INC
W.CANCTL7	1	CONTROL HEAD 21 BUTTON W/SLIDE SW	INC	INC
W.TXSA315P	1	WHELEN SIREN SPEAKER & BKT	INC	INC
		FULL DUO BAR FRT & REAR	INC	INC
W.IJ3C	4	ION SERIES LED TRI COLOR R/B/W (PB FRT) (WHITE SYNCED TO TAKEDOWNS)	\$ 120.00	\$ 480.00
W.IONJ	2	ION SERIES LED R/B (PB SIDE)	\$ 105.00	\$ 210.00
W.IONK1B	2	ION SWIVEL MOUNTS	\$ 25.00	\$ 50.00
R.5344T-4L61	1	GO RHINO LR SERIES PUSHBUMPER W/LIGHT CHANNEL FOR 4 WHELEN IONS	\$ 375.00	\$ 375.00
R.5344WHDT	1	GO RHINO HD WRAPAROUND GUARDS	\$ 310.00	\$ 310.00
SO.ENT2B3RBW	2	UNDER MIRROR INTERSECTORS RBW	\$ 155.00	\$ 310.00
W.IJ3C	2	ION TRI COLOR LEDS R/B/W (QTR GLS) (WHITE LEDS SYNCED TO ALLEY LIGHTS)	\$ 120.00	\$ 240.00
W.DTA6	1	6 LAMP T/A W/ RED & BLUE ENDS	\$ 495.00	\$ 495.00
WDBKT4	1	MOUNTING BRACKETS	\$ 15.00	\$ 15.00
W.IJ3C	2	ION SERIES LED TRI COLOR R/B/W	\$ 120.00	\$ 240.00
W.IONBKT1	1	ION LICENSE PLATE BRACKET (WHITE SYNCED TO REV LIGHTS)	\$ 20.00	\$ 20.00
W.TL12J	2	T-SERIES ION R/B (BOTTOM LIFTGATE)	\$ 105.00	\$ 210.00
HAV.C-VS-1210-INUT	1	HAVIS 22" CONSOLE	\$ 355.00	\$ 355.00
HAV.CM009785-1	1	REAR HVAC CONTROL RELOCATION BKT	\$ 40.00	\$ 40.00
HAV.C-CUP2-I	1	DUAL CUPHOLDER	\$ 30.00	\$ 30.00
C-ARM-102	1	ARMREST	\$ 50.00	\$ 50.00
C-MC	2	MIC CLIP	\$ 8.00	\$ 16.00
C-MCB	2	MIC CLIP BRKT	\$ 10.00	\$ 20.00
HAV.C-MD-112	1	11" SLIDE OUT SWING ARM W/MOTION ADP	\$ 230.00	\$ 230.00
HAV.C-ADP-112	1	VESA ADAPTER PLATE	\$ 14.00	\$ 14.00
SET.PK1125ITU20TM	1	SETINA 10"XL" C PARTITION	\$ 775.00	\$ 775.00
SET.PK0123ITU20ND	1	SETINA CARGO BARRIER W/WIRE MESH	\$ 395.00	\$ 395.00
SET.QK0634ITU20	1	REPLACMNT SEAT W/CTR PULL BELTS	\$ 595.00	\$ 595.00
SET.10342U	1	SETINA DUAL T-RAIL GUN RACK W/EOTECH	\$ 365.00	\$ 365.00
SET.WK0514ITU20	1	SETINA REAR WNDW ARMOR	\$ 195.00	\$ 195.00







AA.PIU-VAULT	1	EZ-VAULT SINGLE DRAWER STORAGE BOX	\$ 1,095.00	\$ 1,095.00
--------------	---	------------------------------------	-------------	-------------





**PRODUCT PRICING SUMMARY**

TIPS USA 200206 TRANSPORTATION VEHICLES

VENDOR- Silsbee Ford, 1211 Hwy 96 N., Silsbee TX 77656

End User: CITY OF LAMPASAS

Prepared by: RICHARD HYDER

Contact: LT. CHUCK MONTGOMERY 512.556.3644

Phone: 409.300.1385

Email: CMONTGOMERY@CITYOFLAMPASAS.COM

Email: RHYDER.COWBOYFLEET@GMAIL.COM

Product Description: FORD INTERCEPTOR UTILITY

Date: July 20, 2020

A. Bid Item: 62 A. Base Price: \$ 33,326.00

**B. Factory Options**

Code	Description	Bid Price	Code	Description	Bid Price
K8A	2020 INTERCEPTOR UTILITY AWD	\$ -		REAR VIEW CAMERA	\$ -
99B	3.3L V6 GAS	\$ -		WIRELESS PHONE CONNECTIVITY	\$ -
51R	DRIVER SIDE LED SPOTLIGHT	\$ 395.00	60A	GRILL/SIREN PREWIRE	\$ 50.00
	FRONT HEADLAMP HOUSING	\$ -			
86T	POLICE TAIL LAMP HOUSING	\$ 60.00			
17A	REAR AIR CONDITIONING	\$ 610.00			
YZ	EXTERIOR WHITE	\$ -			
96	CLOTH FRONT VINYL REAR SEATING	\$ -			

Total of B. Published Options: \$ 1,115.00

Published Option Discount (5%) \$ (55.75)

**C. Unpublished Options [not to exceed 25%]**

\$= 0.0 %

Description	Bid Price	Options	Bid Price
1 IN STOCK			

Total of C. Unpublished Options: \$ -

D. Floor Plan Interest (for in-stock and/or equipped vehicles): \$ -

E. Lot Insurance (for in-stock and/or equipped vehicles): \$ -

F. Contract Price Adjustment: SILSBEE FLEET EQUIP/INSTALL QUOTE 071620 \$ 13,013.00

G. Additional Delivery Charge: 282 miles \$ 493.50

H. Subtotal: \$ 47,891.75

I. Quantity Ordered 1 x H = \$ 47,891.75

J. Trade in: \$ -

K. Total Purchase Price \$ 47,891.75

  
City Manager

ITEM NO. 7.3

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

---

---

**Subject:**

Discussion and possible action regarding the accelerated purchase of a 2020 Silverado Crew Custom pickup truck from Hoffpauir Chevrolet for the Street Department in an amount not to exceed \$30,000.00.

Requested By: Rickie Roy, Assistant City Manager

Submitted By: Carlos Garcia, Street Superintendent

Date Submitted: July 24, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

The procurement process was followed by utilizing the Local Vendor Preference method by obtaining quotes from local dealerships in accordance with Loc. Gov. Code 271.9051

Attachments:

---

---

**Summary Statement:**

The Street Department is asking Council consideration to purchase a 2020 Silverado Crew Custom 2WD Pickup from Hoffpauir Chevrolet to replace a 1999 Ford Pickup. This truck is a budgeted item for the FY 2021 Budget. This truck is readily available as an accelerated purchase at the local dealership. The quote received from Hoffpauir Ford was in excess of \$34,000.00.

**Recommendation:**

To consider a motion to approve the accelerated purchase of a 2020 Silverado Crew Custom pickup from Hoffpauir Chevrolet in an amount not to exceed \$30,000.00.

## Becky Sims

---

**From:** Carlos Garcia  
**Sent:** Friday, July 24, 2020 9:38 AM  
**To:** Becky Sims  
**Subject:** Fwd: Truck Bid

Get [Outlook for iOS](#)

---

**From:** Carlos Garcia <cgarciac@cityoflampasas.com>  
**Sent:** Thursday, July 23, 2020 8:19:20 AM  
**To:** Rickie Roy <rroy@cityoflampasas.com>  
**Subject:** Fwd: Truck Bid

Get [Outlook for iOS](#)

---

**From:** Wren Alexander <wrenalexander@yahoo.com>  
**Sent:** Thursday, July 23, 2020 8:18:06 AM  
**To:** Carlos Garcia <cgarciac@cityoflampasas.com>  
**Subject:** Truck Bid

EXTERNAL email: Exercise caution when opening.

2020 Silverado crew custom  
2wd  
six cylinder  
summit white  
grill guard  
stock number 20051  
\$29,068.78

Thanks,

Wren Alexander  
Hoffpauir Chevrolet

CONFIDENTIALITY NOTICE: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. This information is intended only for the use of the individual to whom this e-mail is addressed. If you are not the intended recipient, or the employee or agent responsible to the intended recipient, you should return this e-mail to the sender immediately and delete this message from your computer. You are hereby notified, if you are not the intended recipient, any disclosure, copying, distribution, or taking of action based on the contents of this message is prohibited.



Go Further

[ford.com](http://ford.com)

# F-150

2020 F-150 4X2 SUPERCREW  
145" WHEELBASE  
3.3L V6 PFDI  
ELEC 6-SPEED AUTO W/TOW MOD

EXTERIOR OXFORD WHITE  
INTERIOR MEDIUM GRAY VINYL 40/20/40

# LK D65690

EPA Fuel DOT

Fuel Econ

# 21

combined ci

Driving Rai

Gasoline 29

Ethanol (E85)

## Annual fuel

# \$1,

Actual results will va  
your vehicle. The ave  
are based on 15,000  
gasoline gallon equiv

## fuelco

Calculate personalit

## GOVE

## Overall Vehi

Based on the comb  
Should ONLY be ca

## Frontal Crash

Based on the risk of  
Should ONLY be ca

## Side Crash

Based on the risk of

## Rollover

Based on the risk of

## Star ratings range

Source: NHTSA

### STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

#### EXTERIOR

- DAYTIME RUNNING LIGHTS
- EASY FUEL® CAPLESS FILLER
- FULLY BOXED STEEL FRAME
- HALOGEN HEADLAMPS
- HEADLAMPS - AUTO HIGH BEAM
- HEADLAMPS - AUTOLAMP (ON/OFF)
- LOCKING REMOVABLE TAILGATE
- PICKUP BOX TIE DOWN HOOKS
- TRAILER SWAY CONTROL
- WIPERS- INTERMITTENT

#### INTERIOR

- 60/40 FOLD-UP REAR BENCH SEAT
- A/C W/MANUAL CLIMATE CONTROL, SINGLE ZONE
- DUAL SUNVISORS
- OUTSIDE TEMP DISPLAY
- POWERPOINT - 12V (FRONT)
- TILT/TELESCOPE STR COLUMN

#### FUNCTIONAL

- 4-WHEEL ANTILOCK BRAKE SYS
- AUTO START STOP TECH
- CURVE CONTROL
- DYNAMIC HITCH ASSIST
- ELECTRIC-ASSIST PARK BRAKE
- FADE-TO-OFF INTERIOR LIGHT
- FAIL-SAFE COOLING SYSTEM
- GAS-CHARGED SHOCKS
- HILL START ASSIST
- MANUAL FOLD MIRRORS
- OUTBOARD MNTD REAR SHOCKS
- PRE-COLLISION ASSIST W/AEB
- PWR RACK AND PINION STEER
- REAR VIEW CAMERA
- SELECTSHIFT®

#### SAFETY/SECURITY

- ADVANCETRAC® WITH RSC®
- AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY®
- CTR HIGH MOUNT STOP LAMP
- SECURILOCK® ANTI-THEFT SYS™
- SOS POST-CRASH ALERT SYS™
- TIRE PRESSURE MONIT SYS

#### WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST

#### INCLUDED ON THIS VEHICLE

##### EQUIPMENT GROUP 101A

- XL SERIES
- XL POWER EQUIPMENT GROUP
- FORDPASS CONNECT 4G WIFI MODE
- CRUISE CONTROL

##### OPTIONAL EQUIPMENT/OTHER

- 17" SILVER STEEL WHEELS
- 2.85/70R 17 BSW ALL-SEASON
- 3.55 RATIO REGULAR AXLE
- 6280# GVWR PACKAGE
- FRONT LICENSE PLATE BRACKET
- SYNC
- CLASS IV TRAILER HITCH
- VINYL 40/20/40 FRONT SEAT
- FLEX FUEL VEHICLE

(MSRP)  
2,480.00

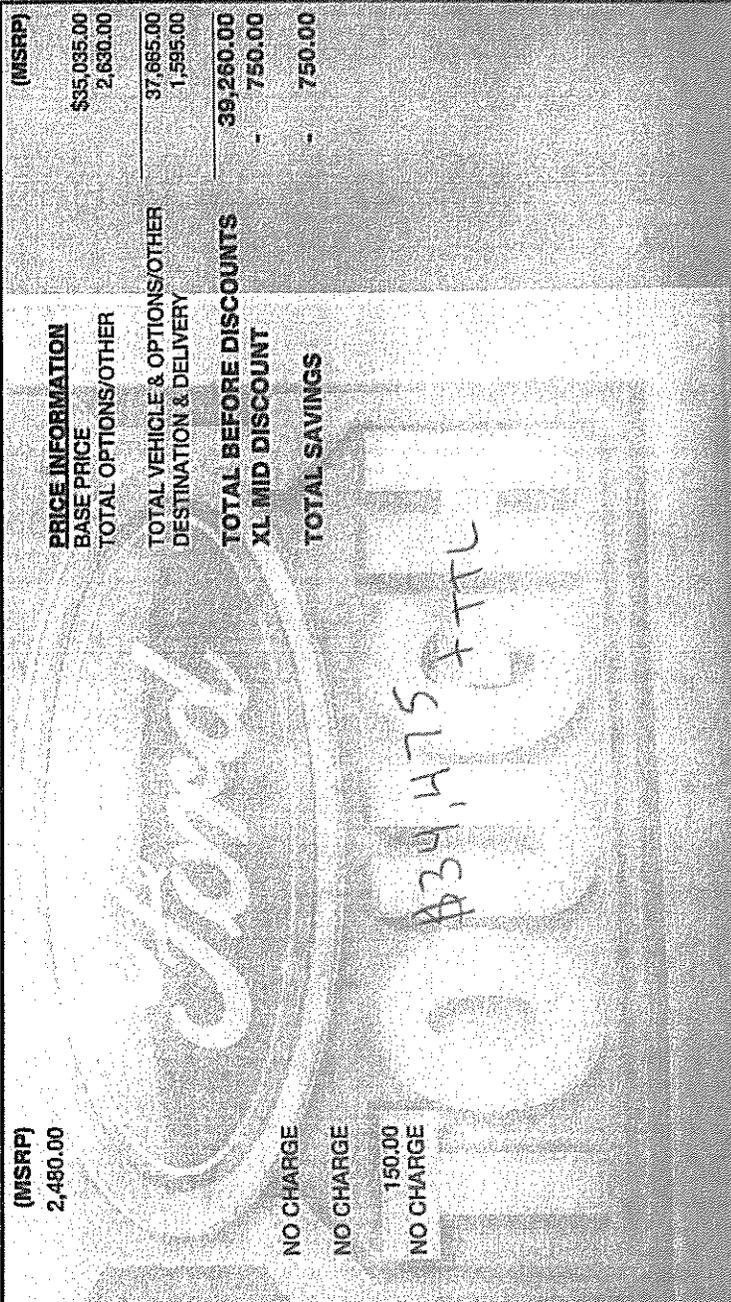
#### PRICE INFORMATION

BASE PRICE	\$35,035.00
TOTAL OPTIONS/OTHER	2,630.00
TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY	37,665.00
TOTAL BEFORE DISCOUNTS	39,260.00
XL MID DISCOUNT	- 750.00
TOTAL SAVINGS	- 750.00

NO CHARGE

NO CHARGE

150.00  
NO CHARGE



**THIS PAGE INTENTIONALLY LEFT BLANK**

  
City Manager

ITEM NO. 7.4

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

---

---

**Subject:**

Discussion and possible action concerning an accelerated purchase for amount not to exceed \$55,000.00 for a new ¾ ton work truck model pickup with utility bed to replace a 2007 model pickup for the Wastewater Treatment Plant.

Requested By: Van Sims Water & Wastewater Operations Manager

Submitted By: Rickie Roy, Assistant City Manager

Date Submitted: July 24, 2020      For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

The procurement process was followed by utilizing the Local Vendor Preference method by obtaining quotes from local dealerships in accordance with Loc. Gov. Code 271.9051

Attachments:

---

---

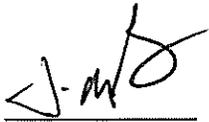
**Summary Statement:**

Staff contacted Hoffpauir Chevrolet and Hoffpauir Ford for competitive bids for a 2020 ¾ ton work truck model pickup with a utility bed and install a headache rack, LED lighting in the toolbox compartments and power inverter. Neither local dealership has a comparable vehicle on their lots so both began searching the internet as well as through other dealerships. Several trucks were located out of state, but those dealerships are unwilling to release the trucks as they are being held to be sold as a package. Due to factory shut downs, some vehicle models are in short supply. As the factories reopen, these models should become more readily available.

**Recommendation:**

To consider a motion to approve the accelerated purchase in an amount not to exceed \$55,000.00 for a new ¾ ton work truck model pickup with utility bed, and allow staff to continue the search for a suitable truck and allow the City Manager to execute all related documents.

**THIS PAGE INTENTIONALLY LEFT BLANK**

  
City Manager

ITEM NO. 7.5

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

---

---

**Subject:**

Discussion and possible action regarding the accelerated purchase of extrication equipment for the Lampasas Fire Department in the amount of \$ 40,989.92

Requested By: Jeffry Smith, Fire Chief

Submitted By: Jeffry Smith, Fire Chief

Date Submitted: July 24, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

The Procurement Process was followed to obtain the requested item by utilizing Municipal Emergency Services as a Sole Source Vendor for Hurst Equipment

Attachments: Quote

---

---

**Summary Statement:**

January 7, 2020, a member of Municipal Emergency Services provided routine maintenance for our hydraulic extrication equipment. The service technician advised us that we currently have no issues with our equipment. He did advise that if we did require any repairs he would not be able to provide us with service due to the fact that the equipment is twenty years old and parts are no longer available. This has now become a priority for our department. We currently operate two complete sets of extrication equipment. We should proceed with research to determine what current equipment is available and what the purchase price would be for the acquisition of one new set of equipment. We would also continue to use the older equipment in support of the frontline equipment as needed. I would also place the purchase of a set second set of equipment into the 2021-2022 budget.

The emphasis for purchasing "E-Tools" is multidimensional. Previously fire apparatus arrived at the scene of an incident requiring "the jaws of life" and members of the department deployed a motorized pump, hydraulic lines and tools. This system was a very successful invention and continues to prove as the standard for day to day operations of any rescue unit. However, like any good product, there is continual improvement in operations and the current trend is the purchase of battery-operated tools. This allows fire apparatus to arrive on scene and go directly to work without the deployment of a gas operated pump. There are no longer hydraulic hoses to maintain and you are no longer limited to the operation of one tool or two tools at a time. The

current models of extrication equipment allow each device to be operated simultaneously. They also no longer rely on regular maintenance of a gas engine and a hydraulic pump. We will also see a reduction in scene noise. This allows for increased safety at the scene for both rescuers and those being rescued.

Municipal Emergency Services (MES) is the sole distributor of Hurst Rescue Tools for the states of Texas, Oklahoma, Louisiana and Arkansas. The price provided by MES is lower than what can be purchased from the Buy Board. We are choosing to stay with Hurst Rescue Tools as they have provided a solid and reliable service for the City of Lampasas throughout the years. We have searched other manufacturers of rescue tools and the others that we have compared to are more expensive.

The Lampasas Fire Department is appreciative of the opportunity to purchase these rescue tools. We realize that this increases our ability to work more effectively and efficiently. This in turn provides a better product to our citizens.

**Recommendation:**

To consider a motion to approve the purchase of the extrication equipment for the Lampasas Fire Department in the amount of \$ 40,989.92.



MES - Texas  
 600 Century Plaza Dr.  
 Suite C-160  
 Houston, TX 77073

# Quote

Date 07/23/2020  
 Quote # QT1328882  
 Expires 08/31/2020  
 Sales Rep Herron, Jason R  
 PO #  
 Shipping Method FedEx Ground

**Bill To**  
 LAMPASAS FD  
 1107 E 4TH STREET  
 Lampasas TX 76550  
 United States

**Ship To**  
 Jared payne  
 LAMPASAS FIRE DEPT  
 1107 EAST FOURTH STREET  
 Lampasas TX 76550  
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
272788000			S 788E2 Package (includes S 788E2, charger, and 2 EXL batteries)	1	10,132.61	10,132.61
271555000			SP 555E2 Spreader Package w/ charger and 2 EXL batteries	1	11,188.62	11,188.62
274085000			R 421E2 Ram Package (includes R 421E2 Ram, charger, and 2 EXL batteries)	1	7,832.46	7,832.46
273049000			eDraulic 2.0 SC 758E2 Combination Tool Package (includes SC 758E2, Charger, and 2 EXL Batteries)	1	11,586.23	11,586.23

**Subtotal** 40,739.92  
**Shipping Cost (FedEx Ground)** 250.00  
**Total** \$40,989.92

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1328882

**THIS PAGE INTENTIONALLY LEFT BLANK**



City Manager

ITEM NO. 7.6

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

---

---

**Subject:**

Discussion and possible action concerning approval or possible modifications to FY 20/21 Budget as presented during workshop

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: July 21, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

Attachments:

---

---

**Summary Statement:**

The FY 20/21 Budget was discussed in detail during workshop. This item allows City Council the opportunity to modify the budget as needed based on discussion during workshop.

**Recommendation:**

To consider a motion to make specific, or formal, recommendation, modification or direction related to the proposed FY 2021 Budget.

**THIS PAGE INTENTIONALLY LEFT BLANK**



City Manager

ITEM NO. 7.7

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

---

---

**Subject:**

Discussion and possible action regarding specific local emergency orders related to COVID-19 Pandemic.

Requested By: Finley deGraffenried, City Manager

Submitted By: Jeff Smith, Fire Chief

Date Submitted: July 21, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

N/A

Attachments:

---

---

**Summary Statement:**

This item has been placed on the agenda to allow Council the opportunity to respond to the specific local emergency orders related to COVID-19 Pandemic, as provided for in Governor Abbott's Executive Order.

**Recommendation:**

To consider a motion regarding specific emergency orders related to COVID-19 Pandemic if deemed necessary based on discussions during workshop.

**THIS PAGE INTENTIONALLY LEFT BLANK**

  
City ManagerITEM NO. 7.8

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

---

**Subject:**

Discussion and possible action regarding request from the Lampasas County Chamber of Commerce and Visitor Center for Hotel Occupancy Tax Funds in the amount of \$1908.74 for event expenses related to the Lampasas Beer Barn LTX BBQ Fest to be held on September 11 and 12, 2020 at the 580 Sports Complex and Arena.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: July 21, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

Annual HOT Fund Operating Budget for Chamber of Commerce and Visitor Center

Attachments: Funding Application Form

---

**Summary Statement:**

Melissa Unger, Executive Director was approved funding for this event in the amount of \$3,548.74 at the March 9, 2020 City Council Meeting. Due to the COVID-19 Pandemic the event had to be postponed. The Lampasas Beer Barn LTX BBQ Fest has been rescheduled for September 11 and September 12, 2020. The funds requested will be used to advertise and promote the BBQ Cook-Off. Funding costs will cover operational needs, sanctioning fees, advertising and entertainment. The costs needed to acquire the sanctioning body for this event will attract cooks looking to earn points on the circuit. Mrs. Unger will be in attendance to discuss the decrease in requested funding for this event.

**Recommendation:**

To consider a motion to modify the requested funding from \$3,548.74 to \$1,908.74 for expenses related to the Lampasas Beer Barn LTX BBQ Fest to be held September 11 and 12, 2020.

## **HOTEL OCCUPANCY TAX USE GUIDELINES UNDER TEXAS STATE LAW AND FUNDING APPLICATION FORM**

**State Law:** By law of the State of Texas, the City of Lampasas collects a Hotel Occupancy Tax (HOT) from hotels, motels, and bed & breakfasts and inns. Per Chapter 351, Texas Tax Code, There is a two part test that every expenditure must pass to be valid.

1. The expenditure must directly enhance and promote tourism *and* the convention and hotel industry.
2. The expenditure must clearly fit into one of the seven statutory categories for expenditure of local hotel occupancy tax revenues:
  - i) **Convention Centers and Visitor Information Centers**
  - ii) **Registration of Convention Delegates**
  - iii) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry**
  - iv) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry**
  - v) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry**
  - vi) **Sporting Event Expenses that Substantially Increase Economic Activity at Hotels**
  - vii) **Enhancement and upgrading of existing sport facilities or fields**

**City Policy:** The City of Lampasas accepts applications from groups, businesses and organizations whose program fits into one or more of the above categories. All requests for funds should be submitted in writing accompanied by the official application at least 60 days prior to the event or request for funds. The application will be reviewed by the Lampasas City Council at the earliest possible regularly scheduled meeting. The applicant may be asked to be present at the meeting to answer any questions regarding the application. Applicants will be notified one week prior to the meeting of the time and place for the review. The Lampasas City Council will make the final decision regarding any requests for Hotel Occupancy Tax expenditures.

**Eligibility and Priority for Hotel Tax Funds:** Priority will be given to those events and entities based on their ability to generate overnight visitors to Lampasas. If an event will not generate any meaningful hotel night activity, it is not eligible for receipt of hotel occupancy tax funds. Events can prove this potential to generate overnight visitors by:

- a) **historic information on the number of room nights used during previous years of the same events;**
- b) **current information on the size of a room block that has been reserved at area hotels to accommodate anticipated overnight guests attending the event requesting hotel tax funds;**
- c) **historical information on the number of guests at hotel or other lodging facilities that attended the funded event or facility; and/or**
- d) **examples of marketing of the activity, event, or facilities that are likely to generate encourage overnight visitors to local lodging properties.**

**Use of Local Vendors:** The City of Lampasas encourages all event organizers to patronize local businesses for food, supplies, materials, printing, etc.

**Use of Revenues from Event:** A portion of the revenues from any event and/or project receiving any type of funding assistance from the HOT funds should be channeled back into the future costs of operating that same event or the continued operation of the project.

**Supplemental Information Required With Application:** Along with the application, please submit the following:

Proposed Marketing Plan for Funded Event

Schedule of activities, events or facility programs relating to the request

**Funded Projects or Events will be required** to submit a Post Event Evaluation; required to provide a link on the event or facility website to [LampasasLodging.com](http://LampasasLodging.com), and to use [www.LampasasLodging.com](http://www.LampasasLodging.com) on any print advertising; and submit any invoices for reimbursement within 60 days of the conclusion of the event.

Submit to: Mandy Walsh, LEDC Director  
312 E. Third  
Lampasas, TX 76550  
Email: [mandy@cityoflampasas.com](mailto:mandy@cityoflampasas.com)  
Phone: 512-556-6831

# Application

## Organization Information

Date: July 21, 2020 - Revised Request (Event Date Change)

Name of Organization: Lampapas County Chamber of Commerce and Visitor Center

Address: P.O. Box 627; 205 S Hwy 281

City, State, Zip: Lampapas, TX 76550

Contact Name: Melissa Unger

Contact Phone Number: 512-556-5172

Web Site Address for Event or Sponsoring Entity www.lampapaschamber.org

Is your organization: Non-Profit  Private/For Profit

Tax ID #: 74-736310 Entity's Creation Date: 1951

Purpose of your organization: To promote business, economic growth and tourism by partnering with current and future Chamber Members, Community Leaders and the Citizens of Lampapas County.

Name of Event, Project or Facility Lampapas Beer Barn LTX BBQ Fest

Date of Event or Project:: Sept. 11-12, 2020

Primary Location of Event or Project: Lampapas County Youth Livestock Show Barn

Amount Requested: \$1,908.74

How will the funds be used: To advertise and promote the BBQ Cook-Off: bringing new tourists to Lampapas. Funding is needed to enhance the event. In order to host the most quality event possible, funding costs will cover, but are not limited to operational needs, sanctioning fees, advertising and entertainment. The costs needed to acquire the sanctioning body for this event are needed to attract cooks looking to earn points on the circuit. In turn, this organization through its marketing efforts and involvement will bring new visitors to Lampapas.

Primary Purpose of Funded Activity/Facility: To increase tourism and generate additional revenue for all local businesses and the hotel/motel industry. By promoting and hosting this event, we will be able to draw visitors who travel the cook-off circuit to town to spend money and stay overnight.

**Percentage of Hotel Tax Support of Related Costs**

40% Note Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

25% Note Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax

25% Note Percentage of **Staff Costs** Covered by Hotel Occupancy Tax

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities n/a- during event hours only

**Check Which Categories Apply to Funding Request and Amount Requested Under Each Category:**

**1. Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation and maintenance of convention center facilities or visitor information centers, or both

---

**2. Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants; \_\_\_\_\_

**3. Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.** \$1383.74

**4. Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;

---

**5. Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums;**

---

**Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the city or its vicinity.** \$525.00

**Sporting Related Event Funding:**

If the event is a sporting related function/facility: How many individuals are expected to participate?

---

If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county? \_\_\_\_\_

If the event is a sporting related function/facility: Quantify how the funded activity will substantially increase economic activity at hotel and motels within the city or its vicinity?

---

**Questions for All Funding Requests:**

How many years have you held this Event or Project; or how many years have you been operating the qualified facility : 16+ years

Expected Attendance: 200-500

How many people attending the Event or Project will use Lampasas hotels, motels or bed & breakfasts? 10+

How many nights will they stay: 1-2 Nights

---

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: Yes, we work with local lodging to provide special room rates during this event.

Do your promotional materials and website note area lodging facilities that can host participants? Yes  
(please attach copy if available)

Have you negotiated a lodging rate at any hotels for participants of your event? Yes

Please list other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

City	Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
Lampasas, TX	July 2019	\$1,771.39	134
Lampasas, TX	July 2018	\$1,950.00	Unknown
Lampasas, TX	July 2017	\$2,500.00	87

How will you measure the impact of your event on area hotel activity? Through established room blocks being filled and surveying each hotel, motel, B&B and RV parks after the event.

Please list other organizations, government entities and grants that have offered financial support to your project: We have over 55 local business sponsors for the event.

---

Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet:

Newspaper - \$ 733.74 (Print & Digital) \_\_\_\_\_

Radio - \$ 450.00 \_\_\_\_\_

\_\_\_\_\_ TV - \$ 0.00 \_\_\_\_\_

\_\_\_\_\_ Press Releases - \$ 0.00 \_\_\_\_\_

\_\_\_\_\_ Direct Mail - \$ \_\_\_\_\_

Other - \$ 200.00 (Social Media) \_\_\_\_\_

What areas does your advertising and promotion reach: The promotion areas are targeted areas in the state of Texas and surrounding states. Due to social media promotion and the help of the IBCA's marketing reach, it is hard to estimate exactly how far the promotion will reach.

What number of individuals will your proposed marketing reach that are located in another city or county?  
Thousands- millions of people living outside of 76550.

**If a permanent facility (e.g. museum, visitor center)**

Expected Attendance Monthly/Annually: n/a \_\_\_\_\_

Please note percentage of those in Attendance that are Staying at Area Hotels/Lodging Facilities: n/a \_\_\_\_\_

**2020 Hot As Hell BBQ Cook-Off and Taster's Choice  
Advertising Plan and HOT Funding Request Break-Down (Revised)**

---

<b>Social Media</b>	
Facebook	\$ 200.00
<b>Press Releases to Media</b>	\$ 0.00
<b>Lampasas Dispatch Record</b>	
1 Ad, Print & Digital- 40%	\$ 345.60
Press Release	\$ 60.00- \$162.24
<b>Goldthwaite Eagle</b>	\$ 99.00
<b>San Saba News</b>	\$ 157.50
<b>Killeen Daily Herald</b>	\$ 315.00
<b>KCYL Radio</b>	
Radio Spots & Interview-	\$ 450.00
<b>Texas Press Online</b>	
Statewide online advertising	\$ 0.00
<b>Television Station Calendars</b>	
Austin, Waco & Temple TV Stations; online input	\$ 0.00
<b>Community Calendars</b>	
Hamilton Cty. Electric Co-Op, City of Lampasas, Etc.	\$ 0.00
<b>Texas Highways Events Magazine Calendar</b>	
Online and digital	\$ 0.00
<b>TOTAL ADVERTISING</b>	<b>\$1,383.74</b>
<b><u>OTHER HOT FUNDING REQUESTS (25%)</u></b>	
<b>J-Bar Contractors, Inc.</b>	\$1,000.00- \$250.00
Sanitary Restrooms and Handwashing Stations	
Also includes a spot on the J-Bar morning show on KBEY	
<b>IBCA Judge to run the competition</b>	\$300.00- \$75.00
<b>Security</b>	\$800.00- \$200.00
<b>TOTAL EVENT COSTS</b>	<b>\$525.00</b>
<b>TOTAL REQUESTED FUNDS</b>	<b>\$1,908.74</b>

---

City Manager

ITEM NO. 7.9

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

---

---

**Subject:**

Discussion and possible action regarding Lampasas County Chamber of Commerce FY 2020/2021 Budget

Requested By: Melissa Unger, Chamber of Commerce Executive Director

Submitted By: Mandy Walsh, Economic Development Director

Date Submitted: July 22, 2020

For the Agenda of: July 27, 2020

**Procurement and Funding Statement:**

Attachments: Budget

---

---

**Summary Statement:**

Melissa Unger, Executive Director presented the Chamber of Commerce FY 2020/2021 Budget during workshop.

**Recommendation:**

To consider a motion to accept the Lampasas County Chamber of Commerce FY 2020/2021 Budget as presented or with recommendations and/or modifications from City Council

**THIS PAGE INTENTIONALLY LEFT BLANK**