

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, September 28, 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, September 28, 2020 in the City Council Chambers located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

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

1. Call to order Workshop Session
2. Discussion and presentation of the Lampasas County Chamber of Commerce and Visitor Center Third Quarter Report *(pgs. 5-30)*
3. Discussion regarding Chamber of Commerce Tourism and Visitor Center Agreement *(pgs. 31-40)*
4. Discussion and updates related to COVID-19 Pandemic *(pgs. 41-42)*
5. Discussion regarding City Council Work Plan *(pgs.43-48)*
6. Discussion and updates related to City of Lampasas Public Work Projects *(pgs.49-54)*
7. Discussion regarding amending the Chapter 78, Traffic and Vehicles, Section 78-219 No Parking Zones for South Highway 281 *(pgs. 55-60)*
8. Discussion regarding any item on the regular agenda
9. Adjourn Workshop Session

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

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
 - Designate Fire Prevention Week October 4, 2020-October 10, 2020 *(pgs. 61-62)*

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

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Special Meeting on September 8, 2020	63-68
2.2	Discussion and possible action concerning the approval of minutes of the Regular Meeting on September 14, 2020	69-82

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the Monthly Investment Report for August 2020.	83-102
3.2	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial or approval with modification(s) for a Manufactured Home Overlay “MHO” to an existing Single Family-6 “SF-6” Zoning District. The property is described as Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County.	103-106
3.3	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification a request for a Specific Use Permit in an area zoned Commercial “C” to allow for Two-Family Residential (Duplexes) “SF-2”. The property is described as Block 3, Part of Lot 3, Lots 4-7, East Lampasas Addition; portion of Mill Street between College and Briggs Street	107-110
3.4	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial or approval with modifications a request for a Specific Use Permit in an area zoned Commercial “C” to allow for Micro-Blading (Cosmetic Tattooing) Services. The property is described as Block 2, Lot 8, East Lampasas Addition; commonly known as 1002 E 4 th Street, Lampasas, Texas, Lampasas County	111-114

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> 1. Economic Development Monthly Report 2. Fire Department Monthly Report 3. Parks and Recreation Monthly Report 4. Information Systems Monthly Report 5. Library Monthly Report 6. Golf Course Monthly Report 7. Municipal Court Monthly Report 8. City Secretary Monthly Report 9. Police Department Monthly Report 10. Utility Billing and Collections Monthly Report 11. Public Works Monthly Report for Electric, Streets, Water/Wastewater 12. Building Official Monthly Report 	115-142

5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • WCID • Comp Plan • Health Plan • Campbell Park • Personnel Policy • Library • EDC 	143-150
5.2	MAYOR'S COMMENTS	N/A

6.0	UNFINISHED BUSINESS	N/A
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7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action on the acceptance of the Chamber of Commerce and Visitor Center Third Quarter Report.	151-152
7.2	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$2,160.00 for event expenses related to the Hunters Tourism Promotion September through December 2020 for Hunting Season and Hunters Welcome Event on November 6, 2020.	153-160
7.3	Discussion and possible action regarding the renewal of the Chamber of Commerce Tourism and Visitor Center Agreement	161-162
7.4	Discussion and possible action regarding the approval of the first reading of an Ordinance amending Chapter 78, Traffic and Vehicles, Section 78-219 No Parking Zones for South Highway 281.	163-164
7.5	Discussion and possible action concerning the second reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2020 and ending on September 30, 2021. Appropriating money for various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; providing a repealer clause for the repeal of all Ordinances and Appropriations in conflict with the provisions of this Ordinance; and Establishing an Effective Date.	165-168
7.6	Discussion and possible action concerning the second reading of an Ordinance setting the Tax Rate and Levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2020 tax year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021; apportioning said levy among various funds and items for which revenue must be raised including providing a Sinking Fund for the retirement of the Bonded Debt for the City of Lampasas; and establishing an Effective Date.	169-172

Adjourn into Executive Session

EXECUTIVE SESSION

The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

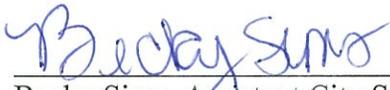
8.0	EXECUTIVE SESSION ITEMS
8.1	Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the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

REGULAR SESSION

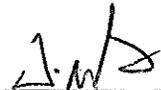
9.0	ACTION ON EXECUTIVE SESSION
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

Adjourn

I, Becky Sims, Assistant City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 25 day of September 2020 at 3:45pm



 Becky Sims, Assistant City Secretary


City Manager

ITEM NO. WORKSHOP-2

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

Subject:

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

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: September 22, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

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

Attachments: Quarterly Report

Summary Statement:

Lampasas County Chamber of Commerce & Visitor Center is requesting reimbursement in the amount of \$10,765.74 for their 3rd Quarter Report. Melissa Unger will be in attendance to present the quarterly report and answer any questions.

Recommendation:

Discussion only.

Lampasas County Chamber of Commerce & Visitor Center		Hotel Motel Budget		October 1, 2019- September 30, 2020		*Reimburse General Fund Account		Nov.-Dec. 2019		Jan.-Mar. 2020		Apr. - June 2020		July - Sept. 2020	
Expense:	Description	Projected Budget	Amount Funded	1st Quarter Draw	Balance	2nd Quarter Draw	Balance	3rd Quarter Draw	Balance	4th Quarter Draw	Balance	FINAL DRAW	Balance		
Administrative Fee 40%	Portion of budget to be used for all staff salaries. 40% of Total Annual Salaries.	\$ 78,000.00	\$ 31,200.00	\$ 8,023.01	\$ 23,176.99	\$ 7,876.08	\$ 15,300.91	\$ 7,973.67	\$ 7,327.24						
Visitor Center Seasonal Staff 100%	May through December on Saturday's, 10am-4pm.	\$ 1,800.00	\$ 1,800.00	\$ 441.90	\$ 1,358.10	\$ 80.35	\$ 1,277.75	\$ 80.35	\$ 1,197.40						
Lampasas Promotions 100%	Tourism Ads Placed in Publications Outside The immediate zip codes (76550,76539,76853).	Funding approval as quotes come in	\$ 3,603.00	\$ 1,892.00	\$ 1,711.00	\$ 292.00	\$ 1,419.00	\$ 1,047.00	\$ 372.00						
\$3,603.00- approved on 8/26/19 to be paid	Hill Country Magazine														
Visitor Center Brochures 100%	Distribution of Brochures/Promo Items: including an inviting description with photos, annual events and etc. distributed to all travel centers, chambers, CVB's and DMO's. Attached Texas Travel Courts And Hotel Totals.	101 Fun Things The Hills Texas Press Texas Highways Visitor Guides				\$ 247.47	\$ (247.47)	\$ 203.80	\$ (451.27)						
Copier / Copies 40%	Used for producing printed materials to promote the Lampasas Community.	\$ 4,500.00	\$ 1,800.00	\$ 407.07	\$ 1,392.93	\$ 426.62	\$ 966.31	\$ 403.58	\$ 562.73						
Postage 40%	PO Box and Bulk Mail Dues. Postage Dues to mail relocation packets, travel information and other material requests.	\$ 1,200.00	\$ 480.00	\$ 98.66	\$ 381.34	\$ 73.76	\$ 307.58	\$ 30.02	\$ 277.56						
General Supplies 40%	Bags, paper, envelopes, etc. to be used for the distribution of tourism and information.	\$ 1,750.00	\$ 700.00	\$ 58.17	\$ 641.83		\$ 641.83	\$ 38.09	\$ 603.74						
Website 40% of the Website Traffic Is Visitor Center Related.	Visitor Center and Chamber of Commerce website and mobile app. hosted by Chamber Masters. See Attached Reports	\$ 4,008.00	\$ 1,603.20	\$ 372.79	\$ 1,230.41	\$ 352.80	\$ 877.61	\$ 352.80	\$ 524.81						
Phones & Internet 40%	40% of the daily phone calls and emails are tourism and visitor center related.	\$ 3,250.00	\$ 1,300.00	\$ 165.49	\$ 1,134.51	\$ 177.21	\$ 957.30	\$ 117.67	\$ 839.63						
Utilities 40%	40% of the total expenses for electric, water, and trash to operate the Visitor Center.	\$ 3,050.00	\$ 1,220.00	\$ 314.35	\$ 905.65	\$ 278.68	\$ 626.97	\$ 253.48	\$ 373.49						
Building 40%	40% of the total expenses for Maintenance & Insurances.	\$ 5,015.00	\$ 2,006.00	\$ 531.70	\$ 1,474.30	\$ 540.10	\$ 934.20	\$ 95.28	\$ 838.92						
Annual Visitor Center Dues 100%	Texas Assoc. Dues (TTIA/TCC/THLA/TACVB)	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ 250.00	\$ 550.00	\$ 170.00	\$ 380.00						
Hill Country Trail Region 100%	Membership in the Hill Country Trail Region and travel to meetings.	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00						
Tourism Conferences Apply for funding	Registration for Texas Travel Tourism Seminars and the TACVB Tourism Marketing Seminar and Visitor Bureau training.	To Be Funded Through HOT Application Process	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
TOTAL FUNDING REQUEST		\$ 103,773.00	\$ 46,912.20	\$ 12,305.14	\$ 34,607.06	\$ 10,595.07	\$ 24,011.99	\$ 10,765.74	\$ 13,246.25						

QUARTERLY STATUS REPORT

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

CHAMBER OF COMMERCE & VISITOR CENTER OVERVIEW (APRIL 1 - JUNE 30, 2020)

WEBSITE VIEWS	
PER MODULE	BUSINESS DIRECTORY: 17090 EVENTS: 5553 COUPONS: 203 JOBS: 274 INFO. REQUESTS: 992 NEWS: 146
SOCIAL MEDIA	WEATHER: 68 MEMBER SIGNUP: 155 MARKETPLACE: 0 SPONSORS: 7476 FACEBOOK: 3434 LINKEDIN: 349
MEMBERSHIP REFERRALS/RELOCATION	CURRENT: 280 /GROWTH RATE: 3.17% (Gained 10) DECLINE: 18.73% (Lost 49) MEMBER REFERRALS: 238 RELOCATION PACKETS/BROCHURE REQUESTS: 46
VISITOR CENTER BUDGET	SEE ATTACHED STATEMENTS
VISITOR CENTER TRAFFIC	INSTATE: 853 OUT OF STATE: 3
OCCUPANCY RATES	HOTELS: No one submitted BED & BREAKFASTS: N/A RV PARKS/CAMPGROUNDS: N/A

EVENTS OVERVIEW

CHAMBER/MEMBER EVENTS	Roger Williams- Congressman Call- Mon. April 6th- (Virtual), Governor's Small Business Webinar- Wed. April 15 th (Virtual), Chamber Board Meeting- Tues. April 21 st (Virtual), Lampasas High School- Scholarship Ceremony Wed. May 20 th (Virtual), Chamber Board Meeting- Tues. June 16 th @ Chamber, Kiwanis Club- Speaking Engagement June 17 th @ Putters & Gutters
COLLABORATIVE/SIGNATURE EVENTS	None held due to COVID-19

WHAT'S NEXT?

Fri. July 10 th	Toughest 10k, 5k & 1-mile Fun Run Packet Pick-up, Day One Fitness
Sat. July 11 th	Toughest 10k, 5k & 1-mile Fun Run, Hancock Springs Golf Course
Fri. July 24 th	Lotus Spa Ribbon Cutting
Tues. Aug. 18 th	Chamber Board Meeting @ Chamber
	NO EVENTS SCHEDULED DUE TO COVID
Sat. Sept. 12 th	Lampasas Beer Barn LTX Fest @ Lampasas County Youth Livestock Center
Fri. Sept. 25 th	Baby J's Children's Boutique Ribbon Cutting
Fri. Oct. 2 nd	Lampasas Beer Barn Ribbon Cutting

Chamber and Visitor Center lobby closed, and events cancelled/postponed from 3/17-6/1.
 Center and Community events still slow during Q3. As things begin to open more events will take place, making Q4 (July, Aug. & Sept.) busier.

TxDOT TRAVEL LITERATURE PROGRAM

Lampasas County Chamber of Commerce

(name of center/city)

TRAVEL INFORMATION CENTER

VISITATION TOTALS

YEAR 2020	VISITOR TOTALS PER MONTH	IN-STATE AND OUT-OF-STATE MONTHLY VISITOR TOTALS	QUARTERLY TOTALS
JANUARY	482	# In-State __ 461_____ # Out-of-State __ 21____	TOTALS: Jan/Feb/Mar # Visitors 1,121_____ # In-State __ 1,080_____ # Out-of-State __ 41_____
FEBRUARY	359	# In-State __ 355_____ # Out-of-State __ 4_____	
MARCH	280	# In-State __ 264_____ # Out-of-State __ 16_____	
APRIL	178	# In-State __ 178_____ # Out-of-State _____	TOTALS: Apr/May/Jun # Visitors __ 856_____ # In-State __ 853_____ # Out-of-State __ 3_____
MAY	212	# In-State __ 212_____ # Out-of-State _____	
JUNE	466	# In-State __ 463_____ # Out-of-State __ 3_____	
JULY		# In-State _____ # Out-of-State _____	TOTALS: Jul/Aug/Sep # Visitors _____ # In-State _____ # Out-of-State _____
AUGUST		# In-State _____ # Out-of-State _____	
SEPTEMBER		# In-State _____ # Out-of-State _____	
OCTOBER		# In-State _____ # Out-of-State _____	TOTALS: Oct/Nov/Dec # Visitors _____ # In-State _____ # Out-of-State _____
NOVEMBER		# In-State _____ # Out-of-State _____	
DECEMBER		# In-State _____ # Out-of-State _____	

Texas Department of Transportation D16-062194

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

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

Website Statistics: Views by Module (SEO modules only)

Views By Module (SEO modules only)

Directory	Events	Coupons	Jobs	InfoReq	News	Weather	Member Signup	Marketplace	Sponsor Ads
17090	5553	203	274	992	146	68	155	0	7476

Growth/Decline Rate (4/1/2020 - 6/30/2020)

Current Membership: 280 active/courtesy members
 Membership Growth: 3.17% (10 members)
 Membership Decline: 18.73% (59 members)
 Cumulative Growth Rate: -15.56% (-49 members)

**Membership Growth Report
 4/1/2020 - 6/30/2020**

<u>Member Name</u>	<u>Primary Contact</u>	<u>Join Date</u>	<u>Drop Date</u>	<u>Sales Rep</u>
<u>The Nitsche Group</u>	Jason Pfaltzgraff	6/17/2020		
<u>Kindred Spa</u>	Erin Montgomery	6/15/2020		
<u>Heritage Funeral Home</u>	Dr. James Mercer	6/3/2020		
<u>Lampasas Beer Barn</u>	Deanna Juarez	5/22/2020		
<u>BKCW Insurance</u>	Allison Walker	5/19/2020		
<u>Crawford Custom Homes LLC</u>	Jeff Crawford	5/15/2020		
<u>Vista Real Estate</u>	Jeff Crawford	5/15/2020		
<u>Young's BBQ & More</u>	Jeremy Young	5/12/2020		
<u>Bills Burgers (Lampasas)</u>	Amber Cardenas	5/6/2020		
<u>The Rolling Pin Bakery LLC</u>	Andrew Smith	5/6/2020		
<u>Sun Com Mobile (Cricket Wireless)</u>	Anna Sweeney	10/9/2019	6/4/2020	
<u>La Palapa Mexican Grill</u>	Maricela Soto	9/18/2019	6/4/2020	
<u>Interlude Spa</u>	Frederick Barnett	7/10/2019	6/4/2020	
<u>Effective Training</u>	Rhonda Cockrell	6/11/2019	5/20/2020	
<u>Langston Gallery</u>	Tom Welch	6/4/2019	6/4/2020	
<u>Lampasas Nutrition</u>	Alvin George, Jr.	5/22/2019	6/4/2020	
<u>New Beginning of Restoration & Hope Resource Center</u>	JoAnn Mensch	5/15/2019	5/21/2020	
<u>Gillen's Co-op Mercantile</u>	Kathy Crawford	2/27/2019	5/1/2020	
<u>Quality Inn & Suites</u>	Mahesh Patel	2/7/2019	6/4/2020	
<u>The Copperas Cove Soup Kitchen</u>	Patrick Richardson	12/14/2018	6/4/2020	
<u>Matt Turner Video Services, LLC</u>	null	10/30/2018	4/8/2020	Jan Rogers
<u>Carpenter Ranch Sales</u>	Joy Jordan	9/17/2018	6/4/2020	
<u>Envoy Mortgage</u>	Sean Hammond	8/29/2018	5/21/2020	
<u>Charley & Darlene Kennington</u>	null	7/18/2018	6/4/2020	
<u>Bella Italia</u>	null	5/30/2018	6/4/2020	
<u>Central Texas Behavioral Solutions-Lampasas</u>	Kristin Tindell	2/23/2018	4/8/2020	
<u>Connection Therapeutic Riding Center, Inc.</u>	null	2/7/2018	4/9/2020	
<u>The Oaks Agency</u>	Theresa Alexander	1/2/2018	4/8/2020	
<u>Central Christian College of Kansas</u>	null	11/6/2017	4/8/2020	
<u>The Shoppe on Key Avenue</u>	Janice Perry	11/4/2017	4/8/2020	
<u>Larry & Clara Allison</u>	null	9/15/2017	4/8/2020	
<u>Jan and Gary Vann</u>	Jan Vann	8/7/2017	4/8/2020	
<u>Ronda's Travel and Tours</u>	Ronda Martin	6/14/2017	6/10/2020	
<u>New Century Hospice</u>	Lynn Browning	11/16/2016	4/8/2020	
<u>Bar 17 Event Center On the Square</u>	Jo Williams	10/12/2016	4/24/2020	
<u>Senator Dawn Buckingham, M.D.</u>	null	8/24/2016	6/10/2020	
<u>City of Lometa</u>	Lindsey Grant	4/4/2016	6/16/2020	
<u>Scott Cospier</u>	Scott Cospier	2/12/2016	4/8/2020	
<u>Allen McLain Texas Real Estate Agent</u>	Allen McLain	1/11/2016	4/8/2020	
<u>Giovanni's #2 Italian Restaurant</u>	Maura Martinez	11/10/2015	6/30/2020	
<u>Christian Women's Job Corps of Central Texas</u>	Cheryl Zielenski	11/3/2015	4/8/2020	
<u>TAC Services, Inc.</u>	Teri Bates	8/3/2015	5/21/2020	
<u>Chadwick Olive Groves & Villa</u>	Kelly Chadwick	7/20/2015	4/8/2020	
<u>Richard & Debbie Geistel</u>	Geistel's	7/16/2015	5/20/2020	
<u>Brookview Village Apartments</u>	Angie Pursche	5/28/2015	6/17/2020	
<u>Bluestar Jewelers</u>	Tine Te	4/23/2015	6/10/2020	
<u>Bar 17 Arena</u>	Mike Linder	3/6/2015	6/18/2020	
<u>Pillar Bluff Vineyards</u>	Gill Bledsoe	2/20/2015	6/30/2020	
<u>Briggs Oak Wilt Service</u>	James Briggs	10/31/2014	4/8/2020	

**Dropped
 -made numerous attempts to connect, closed or COVID affects.
 - Changed names - joined*

<u>Edward Jones</u>	Ken McDaniel	4/8/2020
<u>Country Inn</u>	Sanjay Patel	6/30/2020
<u>Martin Marietta</u>	Kevin Mickey	5/21/2020
<u>Charlene Ruzicka</u>	Charlene Ruzicka	6/16/2020
<u>Eagle Express</u>	JENNIFER MCCANN	5/21/2020
<u>Richard Connell Ph.D</u>	RICHARD CONNELL	4/8/2020
<u>Dr Pepper Bottlers</u>	Ronald ISOM	4/8/2020
<u>Gordon Griffin Inc.</u>	GORDON M. GRIFFIN (JR.)	4/8/2020
<u>Guardian Healthcare</u>	Lauren Lawrence	4/8/2020
<u>H & H Tree Service</u>	LUCIEN HODGES	6/4/2020
<u>Irvine Renovation & Construction</u>	CHARLEY IRVINE	5/21/2020
<u>Jim Anderson</u>	Jim Anderson	4/8/2020
<u>Live Oak Commercial Capital</u>	SHERRY APLIN	4/16/2020
<u>M & M Creekside, LLC.</u>	BRYAN THOMAS	5/27/2020
<u>San Saba Printing</u>	DARYL HOYT	5/21/2020
<u>Smart Drilling Company</u>	KATHY SMART	6/16/2020
<u>Individual</u>	Cynthia Soliz	5/18/2020
<u>Back Country Decal & Design</u>	Joel Stone	5/18/2020
<u>First Presbyterian Church U.S.A</u>	null	6/16/2020
<u>Hostess House</u>	Vicki Tower	6/16/2020

Report Generated September 21, 2020 at 02:57 PM

32801 4/30/2020

242 \$1,000.00 5/25/2020

LAMPASAS CHAMBER OF CO
PO BOX 627
LAMPASAS, TX 76550

A fee of 1.5% will be imposed on
all balances past due.

Amount Enclosed

Please detach top portion and return with your payment

INVOICE

Lampasas Dispatch Record				LAMPASAS CHAMBER OF CO		Invoice No. 32801		4/30/2020
Date	Order	Description		Ad Size	SubTotal	Sales Tax	Amount	
4/24/2020	896 LDR	Display Ad: Visitors Guide: Guide to Lampasas		1 x 1			\$1,000.00	
						Sub Total:	\$1,000.00	
						Total Transactions: 1	Total: \$1,000.00	

SUMMARY Advertiser No. 242 Invoice No. 32801 Invoice Amount \$1,000.00

Tear Sheets 1

A fee of 1.5% will be imposed on all balances past due.

pd. 5/11/2020
ck# 12895

100% = \$1,000

** Guides passed out
to visitors and
surrounding visitor
centers, at events, and
to businesses throughout
Texas.*

Lampasas Dispatch Record
PO BOX 631
LAMPASAS TX 76550

Subscription 03-19-20 961

Amount Enclosed: \$

47.00

100% =

CK# 12885

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

**8005

Please return this top portion with your payment.

LAMPASAS CHAMBER OF COMMERCE your subscription expires on 04-22-2020

961

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ONE YEAR	\$	47.00

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The Lampasas Dispatch Record Staff

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INVOICE/STATEMENT

INVOICE

No.: 6/18/20-85222

LAMPASAS CO. CHAMBER
 PO BOX 627
 LAMPASAS, TX 76550

Page: 1

Customer No.	Salesperson	Invoice Period	Invoice Date			
242		6/18/20 - 6/18/20	6/18/20			
Date	Reference	Description	Column Inches	Rate	Quantity	Charge
6/18/20	85222	Ordered Prtg Non-Tax 2 Vinyl Banners - Lampasas County Chamber of Commerce				\$165.80
6/18/20	85224	Ordered Prtg Non-Tax 1M Business Cards - Lampasas County Chamber of Commerce - Melissa Unger				\$38.00

Charges	\$203.80
State Tax	\$0.00
Total Transactions	\$203.80

Pl. CK# 12907
100% - Visitor Center Marketing

Remittance Section

230

93768560YNNNN

TLC Office Systems

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

Invoice Number: 26832374
Agreement Number: 015-1421841-000
Invoice Print Date: 04/08/2020
Due Date: 05/03/2020
Total Due: \$344.24

Return Service Requested

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

Use enclosed envelope and make check payable to:

MDG2015 00000089 1 MB 0.43
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005

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



000015142184100000000002683237400000000000344249

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

TLC Office Systems

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

Invoice Number: 26832374
Due Date: 05/03/2020
Total Due: \$344.24

Important Messages

We currently have your authorization on file to debit all open charges from your applicable bank account.
Please contact Account Support, prior to your due date, at the toll-free number on this invoice to change the amount being deducted.

Thank you! We value your business.

Invoice Detail

	Amount	Tax	Total
Agreement 015-1421841-000: Sharp MX-3050V system	307.00	25.35	332.35
1 Standard Payment			
2 Usage For Color Images	10.99	0.90	11.89
			\$344.24

- For more information about your invoice, please:
- Call us at 844-360-3877
 - Email us at customersupport-07@accountservicing.com
 - Visit www.AccountServicing.com.
 - (Para Español, pida la extensión 2344.)



Total Due

\$344.24

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

40% = \$137.70



Remittance Section

230

96012604YNNNN

TLC Office Systems

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

Invoice Number: 27024433
Agreement Number: 015-1421841-000
Invoice Print Date: 05/11/2020
Due Date: 06/03/2020
Total Due: \$332.35

FORWARDING SERVICE REQUESTED

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

Use enclosed envelope and make check payable to:



MDG2015 00006533 1 AB 0.41
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005

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



000015142184100000000002702443300000000000332350

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

TLC Office Systems

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

Invoice Number: 27024433
Due Date: 06/03/2020
Total Due: \$332.35

Important Messages

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

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

Thank you! We value your business.

Invoice Detail

	Amount	Tax	Total
Agreement 015-1421841-000: Sharp MX-3050V system	307.00	25.35	332.35
1 Standard Payment			\$332.35

For more information about your invoice, please:

- Call us at 844-360-3877
- Email us at customersupport-07@accountservicing.com
- Visit www.AccountServicing.com
- (Para Español, pida la extensión 2344.)



Total Due

\$332.35

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

40% = \$132.94



LAMPASAS
 1700 E 4TH ST
 LAMPASAS, TX 76550-9998
 484910-0015
 (800)275-8777
 05/04/2020 02:01 PM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope (Domestic) (CEDAR CREEK, TX 78612) (Weight:0 Lb 4.70 Oz) (Estimated Delivery Date) (Thursday 05/07/2020)	1	\$1.80	\$1.80
First-Class Mail® Large Envelope (Domestic) (TEMPLE CITY, CA 91780) (Weight:0 Lb 5.20 Oz) (Estimated Delivery Date) (Friday 05/08/2020)	1	\$2.00	\$2.00
US Flag Coil/100	1	\$55.00	\$55.00
Total:			\$58.80

Debit Card Remit'd \$58.80

LAMPASAS
 1700 E 4TH ST
 LAMPASAS, TX 76550-9998
 484910-0015
 (800)275-8777
 05/26/2020 12:49 PM

Product	Qty	Unit Price	Price
Key Fee (Box Number:627) (Keys Delivered:1)			\$8.00
Key Deposit (Key Count:1) (Key Number:00725)			\$4.00
Total:			\$12.00

Debit Card Remit'd \$12.00
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX5430)
 (Approval #)
 (Transaction #:689)
 (Receipt #:015903)
 (Debit Card Purchase:\$12.00)
 (Cash Back:\$0.00)
 (AID:A0000000042203 Chip)
 (AL:Debit)
 (PIN:Verified)

Printed your Mail

Total = \$75.05
 40% = \$30.02

LAMPASAS
 1700 E 4TH ST
 LAMPASAS, TX 76550-9998
 484910-0015
 (800)275-8777
 05/26/2020 12:44 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (RATON, NM 87740) (Weight:0 Lb 2.10 Oz) (Estimated Delivery Date) (Saturday 05/30/2020)	1	\$0.85	\$0.85
First-Class Mail® Letter (Domestic) (EMMETT, ID 83617) (Weight:0 Lb 2.10 Oz) (Estimated Delivery Date) (Saturday 05/30/2020)	1	\$0.85	\$0.85

Total: \$1.70

Debit Card Remit'd \$1.70

LAMPASAS
 1700 E 4TH ST
 LAMPASAS, TX 76550-9998
 484910-0015
 (800)275-8777
 06/24/2020 12:49 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (GRAND PRAIRIE, TX 75052) (Weight:0 Lb 2.50 Oz) (Estimated Delivery Date) (Saturday 06/27/2020)	1	\$0.85	\$0.85
First-Class Mail® Letter (Domestic) (TOMBALL, TX 77375) (Weight:0 Lb 2.70 Oz) (Estimated Delivery Date) (Saturday 06/27/2020)	1	\$0.85	\$0.85
First-Class Mail® Letter (Domestic) (HELIXES, TX 78023) (Weight:0 Lb 2.30 Oz) (Estimated Delivery Date) (Saturday 06/27/2020)	1	\$0.85	\$0.85

Total: \$2.55

Debit Card Remit'd \$2.55
 (Card Name:MasterCard)

Office Supplies
See back of receipt for your chance
to win \$1000 ID #:7N89ZSCHD82

Walmart

512-556-8217 Mgr:CHRISTI HAYSLETTE
1710 CENTRAL TEXAS EXPY
LAMPASAS TX 76550

ST# 01073 OP# 004681 TE# 08 TR# 06542
STRT - FIL 007314986888 6.88 X
TOPK FOLDER 004410602716 4.88 X
ENVELOPES 008522761748 9.24 X
SUBTOTAL 21.00
TAX 1 8.250 % 1.73
TOTAL 22.73
MCARD TEND 22.73

MasterCard **** * 4301 I 1
APPROVAL # 69767P
REF # 1042000314
AID A0000000041010
TC 66C33FFCB0966789
TERMINAL # SC010105
*NO SIGNATURE REQUIRED

12/24/19 12:46:06 0.00
CHANGE DUE

ITEMS SOLD 3

TC# 1513 0599 3723 4388 6012



12/24/19 12:46:06

CUSTOMER COPY

Scan with Walmart app to save receipts



Office Supplies

See back of receipt for your chance
to win \$1000 ID #:7P7W3WCM802

Walmart

512-556-8217 Mgr:CHRISTI HAYSLETTE
1710 CENTRAL TEXAS EXPY
LAMPASAS TX 76550

ST# 01073 OP# 004244 TE# 02 TR# 02450
PORT BRST 007274554836 F 7.34 0
PORT BRST 007274554836 F 7.34 0
** VOIDED ENTRY **

PORT BRST 007274554836 F
BREAD 007313000132 F
CHND HOOKS 00511413469 3.96 X
2X UM BLACK 002006637750 3.96 X
2X UM BLACK 002006637750 3.96 X
DNN PHN CORD 0681131134/1 6.58 X

SUBTOTAL 28.66
TAX 1 8.250 % 1.51
TOTAL 30.17

DEBIT TEND 30.17
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY

30.17 TOTAL PURCHASE
US DEBIT **** * 1252 I 0

REF # 00960001882/
NETWORK ID. 0076 /PPR CODE 254560

US DEBIT
AID A00000009807/0
TC CF36A2B216E8/490
*NO SIGNATURE REQUIRED
TERMINAL # SC010765

03/27/20 13:08:31

ITEMS SOLD 6

TC# 7317 9652 1232 8801 022



03/26/20 13:08:37

Office Supplies
See back of receipt for your chance
to win \$1000 ID #:7P766MCM68V

Walmart

512-556-8217 Mgr:CHRISTI HAYSLETTE
1710 CENTRAL TEXAS EXPY
LAMPASAS TX 76550

ST# 01073 OP# 004568 TE# 06 TR# 08488
GV 13G TRASH 007874220017 4.87 X
TOPK PAPER 084235606157 24.97 X
SUBTOTAL 29.84
TAX 1 8.250 % 2.46
TOTAL 32.30
MCARD TEND 32.30

MasterCard **** * 4301 I 1
APPROVAL # 69767P
REF # 1042000314
AID A0000000041010
TC 34EBB0BA66790073
TERMINAL # SC011341
*NO SIGNATURE REQUIRED

01/25/20 15:50:08

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 9120 4940 8982 8852 3648



01/25/20 15:50:08

CUSTOMER COPY

Scan with Walmart app to save receipts



Office Supplies

See back of receipt for your chance
to win \$1000 ID #:7P845PCMH5Z

Walmart

512-556-8217 Mgr:CHRISTI HAYSLETTE
1710 CENTRAL TEXAS EXPY
LAMPASAS TX 76550

ST# 01073 OP# 009046 TE# 46 TR# 09360
2X UM BLACK 002006637750 3.96 X
2X UM BLACK 002006637750 3.96 X
SUBTOTAL 7.92
TAX 1 8.250 % 0.65
TOTAL 8.57
MCARD TEND 8.57

Mastercard **** * 4301 I 4
APPROVAL # 41181P
REF # 009400144425
PAYMENT SERVICE - A
AID A0000000041010
TC 6AE4E2BFBAD5AAA4
TERMINAL # SC010051
*NO SIGNATURE REQUIRED

04/03/20 15:15:26

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 9034 8250 2950 6678 140



Low Prices You Can Trust. Every Day.

04/03/20 15:15:26

CUSTOMER COPY

Office Supplies



amazon.com

LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
484910-0015
(800)275-8777
04/03/2020 01:35 PM

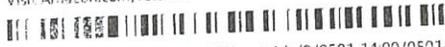
Your order of April 27, 2020 (Order ID 113-7254456-4785043)

Qty.	Item	Item Price	Total
1	AmazonBasics Hanging Organizer File Folders - Letter Size, Assorted Colors, 25-Pack Office Product BGOV5DGA14 800V5DGA14 841710107302	\$11.49	\$11.49

We've sent this part of your order to ensure quicker service. The other items will ship separately.

Subtotal	\$11.49
Tax Collected	\$0.95
Shipment Total	\$12.44
Paid via credit/debit	\$12.44

Return or replace your item
Visit Amazon.com/returns



01/JYDQND:IM-2 of 2-//CVG9/next-1dc/0/0501-14:00/0501-07:43

1A5

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1	\$0.85	\$0.85

(Domestic)
(DEER PARK, TX 77536)
(Weight: 0 Lb 2.30 Oz)
(Estimated Delivery Date)
(Monday 04/06/2020)

Total: \$0.85

Cash \$1.00
Change (\$0.15)

Preview your Mail
Track your Packages
Sign up for FREE @
www.informedelivery.com

Total = \$95.23

40% = \$38.09

GrowthZone
 4837 County Road 77
 Nisswa, MN 56468-2708
 E-Mail accounting@growthzone.com



INVOICE 237775 PO NUMBER

4/1/2020

BILL TO

MESSAGE

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

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	CM Pro Package with App	274.00	274.00
1	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
	4/1/2020 - Payment: Bank	(294.00)	(294.00)
	SUBTOTAL		294.00
	SALES TAX		0.00
	SHIPPING & HANDLING		0.00
	TOTAL		294.00
	PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED		(294.00)
	TOTAL DUE UPON RECEIPT		0.00

40% = \$117.60

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
0.00	0.00	0.00	0.00	0.00

Do not submit payment for this invoice.

To help you best support your members through these unprecedented times, we have developed an ever-growing set of resources, ideas and tips to leverage the ChamberMaster/GrowthZone software, stay up-to-date on new information of importance to chambers and associations and save you time.

COVID-19 UPDATES

[ChamberMaster Crisis Management Resources](#)

[GrowthZone Crisis Management Resources](#)

We encourage you to visit these resources daily, as well as check our blogs and social media update. Together we are stronger!

GrowthZone
 4837 County Road 77
 Nisswa, MN 56468-2708
 E-Mail accounting@growthzone.com



INVOICE 241701 PO NUMBER 5/1/2020

BILL TO MESSAGE
 Lampasas County Chamber of Commerce
 Melissa Unger
 PO Box 627
 Lampasas, TX 76550

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	CM Pro Package with App	274.00	274.00
1	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
	5/1/2020 - Payment: Bank	(294.00)	(294.00)
	SUBTOTAL		294.00
	SALES TAX		0.00
	SHIPPING & HANDLING		0.00
	TOTAL		294.00

PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED (294.00)
 TOTAL DUE UPON RECEIPT 0.00

40% = \$117.60

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
0.00	0.00	0.00	0.00	0.00

Do not submit payment for this invoice.

To help you best support your members through these unprecedented times, we have developed an ever-growing set of resources, ideas and tips to leverage the ChamberMaster/GrowthZone software, stay up-to-date on new information of importance to chambers and associations and save you time.

COVID-19 UPDATES

[ChamberMaster Crisis Management Resources](#)
[GrowthZone Crisis Management Resources](#)

We encourage you to visit these resources daily, as well as check our blogs and social media update. Together we are stronger!

GrowthZone
 4837 County Road 77
 Nisswa, MN 56468-2708
 E-Mail accounting@growthzone.com



INVOICE 243410 PO NUMBER

6/1/2020

BILL TO

MESSAGE

Lampasas County Chamber of Commerce
 Melissa Unger
 Lampasas, TX

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	CM Pro Package with App	274.00	274.00
1	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
	6/1/2020 - Payment: Bank	(294.00)	(294.00)
	SUBTOTAL		294.00
	SALES TAX		0.00
	SHIPPING & HANDLING		0.00
	TOTAL		294.00
	PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED		(294.00)
	TOTAL DUE UPON RECEIPT		0.00

48070 = \$117.60

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
0.00	0.00	0.00	0.00	0.00

Do not submit payment for this invoice.

To help you best support your members through these unprecedented times, we have developed an ever-growing set of resources, tips and tricks to leverage the ChamberMaster/GrowthZone software, stay up-to-date on new information of importance to chambers and associations and save you time.

COVID-19 UPDATES

- [ChamberMaster Crisis Management Resources](#)
- [GrowthZone Crisis Management Resources](#)

We encourage you to visit these resources daily, as well as check our blogs and social media update. Together we are stronger!



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

Page: 1 of 3
 Issue Date: Apr 03, 2020
 Account Number: 133110940

Your bill is available online at att.com. You can also safely and conveniently make payments. Don't have an online account? Go to att.com to register for one.



Account summary

Your last bill	\$169.33
Payment, Mar 24 - Thank you!	-\$169.33
Remaining balance	\$0.00

40070 = \$41.57

Service summary

Account charges	Page 2	\$8.80
Internet	Page 2	\$42.38
Phone	Page 3	\$52.74
Total services		\$103.92

Total due

\$103.92

AutoPay is scheduled to debit your bank account on Apr 25, 2020

Ways to pay and manage your account:

myAT&T app
 iPhone and Android

att.com/pay

Ordering, billing or support
 800.321.2000
 TTY: 800.651.5111



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

Page: 1 of 3
 Issue Date: May 03, 2020
 Account Number: 133110940

Your bill is available online at att.com. You can also safely and conveniently make payments. Don't have an online account? Go to att.com to register for one.



Account summary

Your last bill	\$103.92
Payment, Apr 25 - Thank you!	-\$103.92
Remaining balance	\$0.00

Handwritten: 40% = \$38.05

Service summary

 Internet	<i>Page 2</i>	\$42.38
 Phone	<i>Page 2</i>	\$52.74
Total services		\$95.12

Total due **\$95.12**

AutoPay is scheduled to debit your bank account on May 24, 2020

Ways to pay and manage your account:

 **myAT&T app**
 iPhone and Android

 att.com/pay

 **Ordering, billing or support**
800.321.2000
 TTY: 800.651.5111



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

Page: 1 of 3
 Issue Date: Jun 03, 2020
 Account Number: 133110940

Your bill is available online at att.com. You can also safely and conveniently make payments. Don't have an online account? Go to att.com to register for one.



Handwritten note: 4090 = \$38.05

Account summary

Your last bill	\$95.12
Payment, May 24 - Thank you!	-\$95.12
Remaining balance	\$0.00

Service summary

Internet	<i>Page 2</i> \$42.38
Phone	<i>Page 2</i> \$52.74
Total services	\$95.12

Total due **\$95.12**

AutoPay is scheduled to debit your bank account on Jun 25, 2020

Ways to pay and manage your account:

myAT&T app
 iPhone and Android

att.com/pay

Ordering, billing or support
 800.321.2000
 TTY: 800.651.5111

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
LAMPASAS, TX
PERMIT NO. 81

AFTER THIS DATE PAY GROSS	GROSS
4/15/20	243.19
ACCOUNT NUMBER	NET
05-7955-02	222.18

TOTAL 222.18
SERVICE ADDRESS:
205 281 HWY 5

PLEASE RETURN THIS STUB WITH PAYMENT
ADDRESS CORRECTION REQUESTED
RETURN POSTAGE GUARANTEED

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

40% = \$253.48

*pd. 4/13
ck# 12888*

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

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

ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE
05-7955-02	3/24/20	4/23/20	5/15/20

CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18772	18781	9	36.14
EL	66615	66890	275	45.46
SW	SEWER			30.49
GR	GARBAGE			45.60
SM	STREET			7.00
TX	TAX			9.16

*pd. 5/11/2020
ck# 12896*

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
173.85	5/15/20	212.52

SERVICE ADDRESS: 205 281 HWY 5

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

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

ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE
05-7955-02	4/23/20	5/27/20	6/15/20

CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18781	18788	7	35.22
EL	66890	67368	478	68.31
SW	SEWER			30.49
GR	GARBAGE			45.60
SM	STREET			7.00
TX	TAX			11.05

*pd. ck# 12906
6/19*

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
217.67	6/15/20	239.33

SERVICE ADDRESS: 205 281 HWY 5





211 S Key Ave | Remit Payments to: PO BOX 1756 | Lampasas, TX 76550
 512-556-2777 | sales@areawidelocksmith.com |
 www.areawidelocksmith.com TXPSB#B12532

RECIPIENT:

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

SERVICE ADDRESS:

PO Box 627
 Lampasas, TX 76550

Invoice #307496	
Issued	03/24/2020
Due	03/24/2020
Total	\$238.20

Adjusted flush bolt bottom of inactive door. Replace Lock cylinder to key to match front door. Add latch protector. Add passage knob to inner storeroom door. Rekey deadbolt to inner storeroom doo

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
03/24/2020 AWL Sales.	Supply and Install the following on Storeroom door. (Includes parts and Labor) Adjust Flush Bolt bottom of inactive door. Replace Lock cylinder to key to match Front Door. Add Latch protector and adjust strike on Mortise lock. Add grade 2 passage knob to inner storeroom door. Rekey deadbolt on inner storeroom door to match front door.	1	\$170.90	\$170.90
GR2 PASSAGE KNOB, 626	GRADE 2 COMMERCIAL PASSAGE KNOB, 626, BRUSHED CHROME	1	\$33.30	\$33.30
Lockset, Prepared Comm	Lockset, Prepared Commercial Labor - Remove and...	1	\$19.00	\$19.00
cyl combo change, comm	Re-combinate lock cylinder	1	\$15.00	\$15.00

Total **\$238.20**

Thank you for your business. Please contact us with any questions regarding this invoice.

TXPSB Lic# B12532 -- Complaints against a licensed security contractor may be directed to: Private Security Bureau, 5806 Guadalupe, Building I, Austin, Texas 78752; (512) 424-7710

CK# 4070 = \$95.28
 12886



Invoice

Date: 08/01/2020

Invoice No. 103463

Account No. 38245

Molly Lesley
Lampasas County Chamber of Commerce
P.O. Box 627
Lampasas, TX 76550

Remit To:
TCCE
316 W. 12th Street, #200
Austin, TX 78701

Description	Amount						
Dues Renewal 08/01/2020 to 07/31/2021	\$170.00						
<table border="1"><tr><td>Total:</td><td>\$170.00</td></tr><tr><td>Paid:</td><td>\$0.00</td></tr><tr><td>TOTAL DUE:</td><td>\$170.00</td></tr></table>		Total:	\$170.00	Paid:	\$0.00	TOTAL DUE:	\$170.00
Total:	\$170.00						
Paid:	\$0.00						
TOTAL DUE:	\$170.00						

Thank You for Supporting TCCE

pd. 5/11/2020
CC#12894

100910

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City Manager

ITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding Lampasas County Chamber of Commerce, Tourism & Visitor Center Agreement with the City of Lampasas.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: September 22, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

Attachments: Chamber of Commerce, Tourism & Visitor Center Agreement

Summary Statement:

Each year the Lampasas County Chamber of Commerce and City Council take the opportunity to review the Tourism & Visitor Center Agreement to approve for another year or recommend modifications to the agreement. This item has been placed on the agenda to discuss and review accordingly. The Lampasas County Chamber of Commerce FY 2020-2021 Tourism and Visitor Center Budget was approved by Council on July 27, 2020.

Recommendation:

Discussion only.

annual commitment to the Chamber of Commerce, under this Agreement, in an amount proportionate to the reduction in HOT Fund revenue received by the City. In addition, the Parties acknowledge that the City may provide HOT Funds to the Chamber of Commerce in an amount of eligible expenses to assist with the promotion and advertising on a case by case basis, when requested by the Chamber; and up to 25% of the cost of materials, supplies and equipment of Chamber events that meet the requirements of Section V of this Agreement. The Chamber of Commerce will be required to submit a HOT Funding Application Form and if the Event is approved, a Post Event Form within 60 days after an Event. The Parties also acknowledge that the Chamber and the City may mutually amend this Agreement in writing to include additional marketing and promotion of the City as determined by and through ongoing communication and community meetings.

B. Payment Schedule: The Parties agree that the City will make payments to the Chamber of Commerce under this Agreement on a quarterly basis. However, the Parties recognize that the City assesses the local hotel occupancy tax on a quarterly basis, and the local hotel/motel tax payers then have up to thirty days after assessment to remit payment to the City. Therefore, the Parties agree that the payments to the Chamber of Commerce from the City shall be made by the City within thirty (30) calendar days after the payers remit their quarterly tax payments to the City. By way or example only, while local hotel/motel occupancy tax payers are assessed the quarterly tax on September 1st of each year, payment is not overdue to the City until October 30th. Therefore, the City's quarterly payment to the Chamber of Commerce under this Agreement is the first quarter of any fiscal year this Agreement is in effect and will be made no later than February 28, May 31, August 31, and November 30 of the applicable year only after conditions are met per Section VII. The City reserves the right to withhold payment if conditions are not met.

C. Services to be Rendered: In consideration for the receipt of HOT Funds from the City, the Chamber of Commerce agrees to use all HOT Funds provided by the City, in a manner that complies with Section V of this Agreement, to implement and conduct a continuing program of advertising and promotion for the purpose of attracting visitors, tourists, and conventions to the City by successfully performing one or more of the following activities: (1) publishing and distributing brochures and community information packets, (2) advertising in various tourist publications and general media publications, approved by the City, (3) operating and maintaining a visitor center office with hours of 8:30 AM -5:00 PM, Monday through Friday, and Saturdays from 10:00 a.m. to 4:00 p.m. from March 1st to September 30; (4) sponsoring events that attract tourists and visitors to the City of Lampasas and the immediate vicinity, (5) attending travel shows and other events approved by the City that promote the City and the immediate vicinity, (6)

participating with state and regional agencies in tourist development programs that will directly benefit the City, (7) using all appropriate, professional and legal means to increase the traveling public's awareness of the resort and recreational opportunities and advantages in the City and the immediate vicinity, (8) maintaining a current website that includes attractions, events, and tourism based business information, and (9) distributing/restocking current visitor brochures monthly in the WM Brook Park kiosk and hotels.

As further consideration, the Chamber of Commerce further agrees that it will use the HOT Funds provided by the City to seek to achieve economic benefit for the City through its tourism and publicity activities, to provide tourist-related information about the City, and to serve as an advisory body to the City, on request, in matters related to expanding the tourist-derived economy.

Section III. Independent Contractor

It is expressly understood and agreed solely by and between the Parties that the Chamber of Commerce is under contract with the City solely as an independent contractor and is not an officer, agent, representative or employee of the City and, thus, has no authority to bind the City. The City shall not be responsible for the day to day management of the Chamber of Commerce, but the money provided to the Chamber of Commerce by the City, as per this Agreement, must be used solely and specifically for the purposes stated herein.

Section IV. Employees/Contractors

The Chamber of Commerce shall engage an adequate number of employees, volunteers, workers, or contractors, to accomplish the objectives set forth in this Agreement. The Chamber of Commerce shall further provide adequate office space, equipment, supplies and other materials as may be necessary to accomplish the purposes of this Agreement.

Section V. Use of Funds

The Chamber of Commerce agrees that any HOT Funds provided to it under this Agreement by the City shall be expended only in a manner that fully complies with applicable State law. Specifically, applicable State law generally requires that all expenditures of HOT Funds must, as a preliminary matter, directly enhance and promote tourism and the convention and hotel industry in the community by attracting out-of-town tourists and visitors to the City and/or the immediate vicinity who would stay overnight or otherwise conduct business at the area lodging facilities. In addition, the expenditure of HOT Funds must also fall within one of the following descriptions:

- (1) Funds the establishment, improvement, or maintenance of a convention center or visitor information center; OR
- (2) Pays the administrative costs for facilitating convention registration; OR
- (3) Pays for advertising, solicitations, and promotions that attract tourists and convention delegates to the City or its vicinity; OR
- (4) Funds programs that promote the arts; OR
- (5) Funds historical restoration or preservation programs; OR
- (6) Pays for costs to hold sporting events in which a majority of the participants are tourists; OR
- (7) Funds transportation systems to transport tourists to tourism and convention venues.

At no time shall any HOT Funds provided under this Agreement be used for any political purpose, nor shall any event sponsored, or facilitated by HOT Funds under this Agreement be used to promote/oppose a political candidate or in support/opposition of a political purpose.

In addition to compliance with all stipulations noted above, the Chamber of Commerce must expend all HOT Funds under this Agreement in the following manner:

- a) **Visitor Information Center and/or All Other Legally Qualifying Expenditures:** HOT Funds provided pursuant to this Agreement may be spent by the Chamber of Commerce or its contractors for administrative expenses related to operations of a visitor information center and/or any other legally qualifying expenditure. As used herein, "administrative expenditures" includes supplies, salaries, utilities, travel expenses, and administrative costs associated with a visitor information center or other legally qualifying expenditure. However, the portion of administrative costs paid for with HOT Funds shall not exceed the proportional percentage of actual administrative costs incurred by the Chamber of Commerce for these permitted allowed activities, nor may it exceed the limits noted herein. Documentation of the percentage of the cost(s) that are attributable to the activity funds by the HOT Funds shall be provided to the City annually, along with the proposed budget.

Section VI. Management of HOT Funds

The Chamber of Commerce agrees to maintain a separate financial (i.e. bank) account for deposit and withdrawal of the HOT Funds received from the City pursuant to this Agreement and, further agrees that it shall not commingle the HOT Funds with any other account or funds managed or held by the Chamber of Commerce. It is understood and agreed by and between the Parties that, upon budget approval by the

City, a fiduciary duty is created in the Chamber of Commerce to the City with respect to expenditure of the HOT Funds provided.

The Chamber of Commerce agrees to maintain complete and accurate financial records of each receipt and expenditure of the HOT Funds and, upon request of the City Council or other person, shall make the records available for inspection and review during the normal business hours in accordance with the Texas Public Information Act.

Section VII. Reporting Requirements

This Section VII applies only to HOT Funds provided by the City to the Chamber of Commerce and the use of those HOT Funds, and not to any other finances, funds, or financial assets of the Chamber of Commerce. In addition, the Chamber of Commerce shall submit the budget, audit and quarterly reports to the City Secretary's office and confirm a schedule of presentation of such reports at a meeting of the City Council. Failure to comply with these reporting requirements shall be cause for the suspension by the City of payments of HOT Fund contributions to the Chamber of Commerce, until such time as reporting is made current to the City's satisfaction.

A. **HOT Fund Program of Work & Budget:** The Chamber of Commerce shall provide an annual Program of Work and a projected line item budget to the City Council for approval that will include operational costs, advertising, and promotional costs, event/festival costs and capital outlay expenses to be paid from HOT Funds. Such report and budget shall be provided no later than July 1st of each year for the upcoming municipal fiscal year(s). The Chamber of Commerce shall present its HOT Fund Program of Work & Budget to the City Council at a Council meeting no later than the end of July of each year this Agreement is in effect. The HOT Fund Budget shall provide a complete financial plan containing, at a minimum, the following information and/or deliverables:

- 1) A budget message, explanatory of the proposed tourism/promotional activity to be undertaken, which message shall contain an outline of the plan of the activity and, in the following years, set forth the reasons for the salient changes from the previous year (as applicable) and any major budgetary revisions. All items of expenses shall contain detailed narratives as to the basis of the proposed expenditure.
- 2) A spreadsheet detailing anticipated HOT Fund program revenues and expenses, as set forth for each proposed program:
 - a) The actual amounts for the last two (2) completed years;
 - b) The budgeted amount for the current year;
 - c) The estimated amount for the current year;
 - d) The proposed amount for the upcoming year.

3) Documentation of the percentage of administrative costs that are attributable to the administration activities related to each program that has been funded by the HOT Funds.

B. **Quarterly Reports:** The Chamber of Commerce shall submit quarterly expenditure report(s) to the City Secretary. Such reports shall be delivered to the City Secretary and presented to the City Council at a meeting no later than the last working day of January (covering October through December), last working day of April (covering January through March), the last working day of July (covering April through June), and the last working day of October (covering July through September). Reports shall include information on completed HOT Fund projects and events along with revenues and expenses which were supported by the Chamber's expenditure of HOT Funds. Copies of advertisements and associated invoices for the applicable time period shall also be submitted, to assist the City in documenting compliance with applicable State legal requirements.

C. **Audit:** At the time that the Chamber of Commerce submits its annual budget request to the City (i.e. on or before July 1st of each year), The City, at City's expense, may request and procure an audit of the Chamber's disbursement and use of HOT funds provided by the City.

Section VIII. Term and Renewal Agreement

This Agreement shall be effective as of October 1, 2020 and shall expire or be automatically renewed for a subsequent year on or about September 30, 2021, thereby remaining in effect until terminated by either Party, as set forth in Section IX, below. It is agreed and acknowledged by the Chamber of Commerce that there is no right of any extension of the one-year term or automatic renewal of this Agreement, for any ensuing year(s), and that the option to extend or allow automatic renewal of the Agreement, from year to year, shall rest with and be solely within the discretion of the City.

Section IX. Termination of Agreement

Either the City or the Chamber of Commerce shall, upon providing proper written notice in the manner set forth herein below in Section X, have the unilateral option to terminate this Agreement, with or without cause, at any time by providing notice of termination to the other party a minimum of ninety (90) days prior to the termination.

Section X. Notification

Any notice provided pursuant to this Agreement shall be effective when deposited in the United States mails, either certified or registered mail, postage prepaid and addressed to the following:

City of Lampasas
Attn: City Secretary
312 East Third Street
Lampasas, Texas 76550

Lampasas Chamber of Commerce
Attn: Board Chairperson
205 South Highway 281
Lampasas, Texas 76550

The Parties may, from time to time, amend the above-shown addresses by providing a written request and notice to the other Party of the then existing address.

Section XI. Assignment or Delegation

This Agreement may not be assigned, transferred or delegated without the prior written consent of the other Party, and any attempted assignment of benefits or rights and/or attempted delegation of duties or obligations shall be a material breach of this Agreement. However, nothing in this Agreement shall prohibit the Chamber of Commerce from participating with regional or state tourism programs or from contracting for joint promotion with other agencies, so long as no HOT Funds are assigned by the Chamber of Commerce to such other programs or agencies, without the express prior written permission of the City.

Section XII. Controlling Law

This Agreement shall be subject to the laws and statutes of the State of Texas. It is understood and agreed that in the event any provision of this Agreement is found by an appropriate authority to be inconsistent with the requirements of the Act, or any other applicable State law, the requirements of the pertinent law will control, and all other provisions in the Agreement shall remain in full force and effect.

Section XIII. Indemnity and Insurance Clause

The Chamber of Commerce shall indemnify and hold harmless and defend the City, its officers, agents, representatives and employees from any and all claims, losses, causes of action, damages, suits, and liability for the negligence and misconduct of the

Chamber of Commerce, including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or from damage to any property, arising from or in connection with the operations for the Chamber of Commerce, its officer, agents and employees performed in furtherance of this Agreement.

The Chamber of Commerce shall carry public liability insurance in the minimum amount(s) of: FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) for each person; FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) for each occurrence; and ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00) for property damage/liability, for each occurrence. These insurance policies shall name the City as an additional insured. Copies of these policies, or duplicate originals thereof, shall be filed with the City Secretary before the Chamber of Commerce may initiate any activities contemplated by this Agreement. Failure to provide documentation of the requisite insurance shall be cause for the suspension of disbursements of HOT Funds to the Chamber of Commerce.

Section XIV. Prohibition against Discrimination

In the performance of this Agreement, the Chamber of Commerce shall not discriminate against any employee, applicant for employment, or volunteer because of an individual's race, color, religion, national origin, sex, or mental or physical disability. Proven breach of this provision may be regarded as a material breach of this Agreement, resulting in possible termination of the Agreement.

Section XV. Entire Agreement/Authority of Signatories

This Agreement constitutes the entire agreement between the Parties, pertaining to the City's provision of and the Chamber's use of HOT Funds. The persons signing below warrant that they have the full and legal authorization of their respective governing bodies to enter into this Agreement and to fully bind the entity represented by each signatory to the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first above written.

City of Lampasas, Texas

Lampasas County Chamber of Commerce

By: _____
Misti Talbert, Mayor

By: _____
Scott Cooley, Chamber President

Attest:

By: _____
Melissa Unger, Executive Director

Christina Marez, City Secretary

Attest:

Theresa Thornton, Board Secretary


City Manager

ITEM NO. WORKSHOP-4

**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: September 23, 2020

For the Agenda of: September 28, 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

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City Manager

ITEM NO. WORKSHOP-5

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

Subject:

Discussion regarding City Council Work Plan

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: September 23, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

Attachments:

Summary Statement:

Prior to COVID-19 restrictions and disruptions, Council initiated the planning process for the 2020 Council Work Plan. Staff seeks Council input and direction regarding the format and timing for review; as well as, the identification of tasks.

Previous categories have included:

- Communication, Image and Promotion
- Community Engagement
- Capacity Building
- Expanding Resources
- Assets

Council has also previously conducted facility tours, and discussed policy goals with Staff at scheduled meetings in preparing the Plan. Attached are previously reviewed draft action steps.

Recommendation:

Discussion and direction

Communication, Image and Promotion

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

Item-Council	Action Steps	Responsible Party	Comments
Community Engagement <i>Engagement through Technology</i>	Assess technology capabilities Promote available technology Develop strategies to engage through Technology Consider engagement through social media		Old City Hall <i>Did you know you can...?</i> surveys etc.
	Development Policies and Issues Capital Improvements Council Streets Staff		Current and forecast projects Discussion regarding community needs Community input on road conditions, enforcement, etc.

Item-Council	Action Steps	Responsible Party	Comments
Capacity Building <i>Internet</i>	Determine implementation schedule Evaluate and recruit ISP; finance; construct if feasible	LEDC/Council LEDC/Council	
	Schedule quarterly Workshop meetings Schedule twice yearly Stakeholders' Meeting Staff	Council Staff	<i>Community Goals and Opportunities</i> Chamber, LISD, County, LEDC, P&Z, CIP, Parks
Strengthen Committees, Inclusion/Process <i>Develop annual training goal/schedule for each Committee</i>	Formalize Meetings Recognition-Banquet Staff/Council	Committee/Council Committee	Governance and Meeting Management Food Continuation
	Put member pictures on website Staff Highlight Committee actions/agendas Staff	Staff Staff	Reporting to Council
Formalize Staff Recognition Program <i>Picture, post on anniversary date</i>	Staff Spotlight duties and tenure, website Staff Frequent Council recognition Council City Manager recognition at worksite, card etc.	Staff Staff Council City Manager	5 year increments ABC recognition Continuation
	Draft annual calendar Staff Meeting dates Staff Training dates Committee Identify major tasks Committee	Staff Staff Committee Committee	

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

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City ManagerITEM NO. WORKSHOP-6

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

Subject:

Discussion regarding City of Lampasas Public Works Projects

Requested By: Finley deGraffenried, City Manager

Submitted By: Rickie Roy, Assistant City Manager

Date Submitted: September 23, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

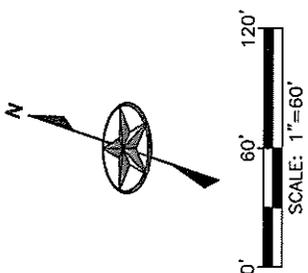
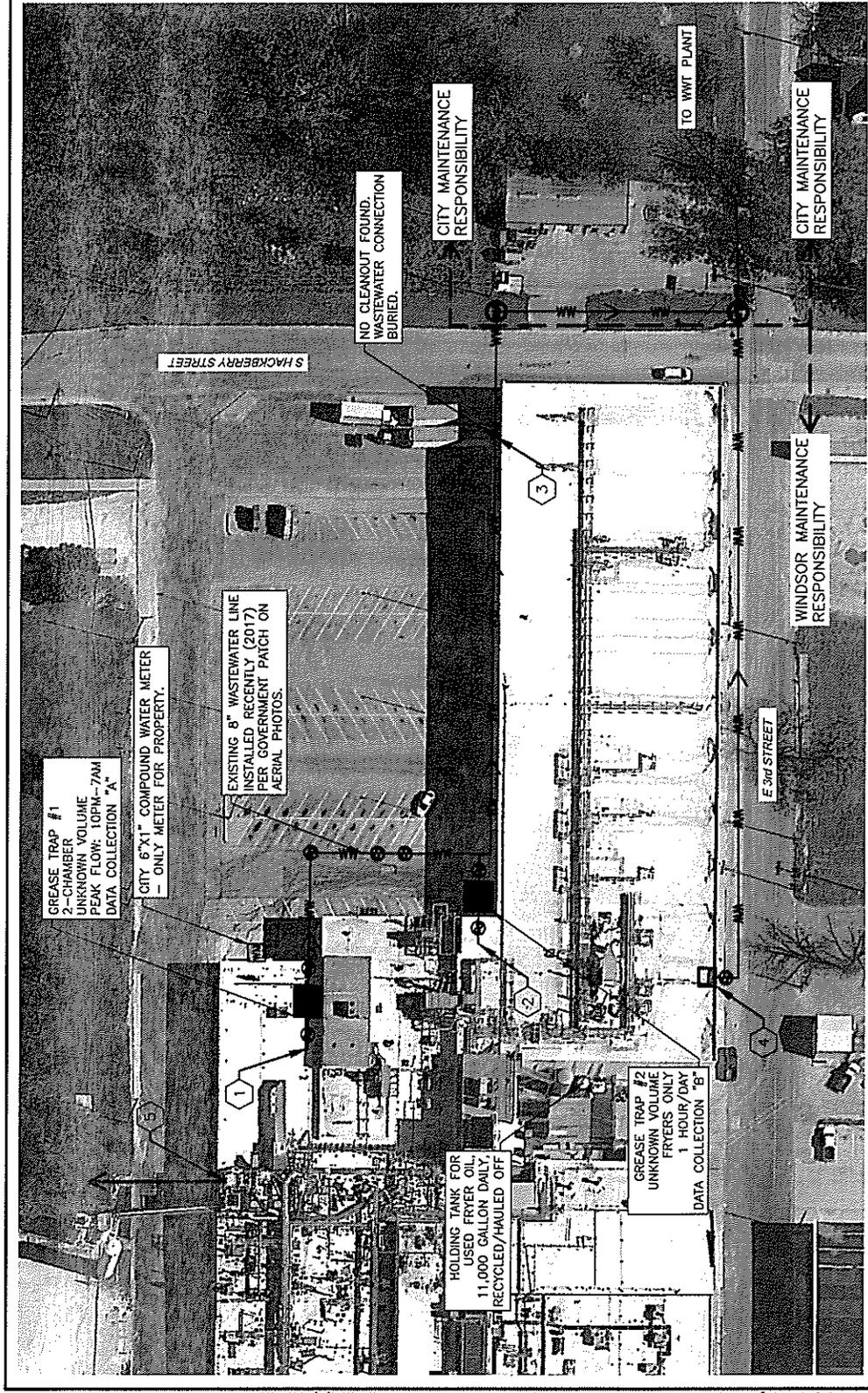
Attachments:

Summary Statement:

This item has been placed on the workshop agenda to provide updates to Council regarding the Avenue E Project, Wastewater Treatment Plant, Upper Pressure Plane and Injection Sites. Jason Jones; Jones-Heroy & Associates will be present to discuss the specific items that relate to his firm and studies he has been working on.

Recommendation:

Discussion and updates only



- LEGEND**
- GREASE TRAP
 - ⬡ WASTEWATER ENTRY POINTS
 - ⊕ WASTEWATER MANHOLE - CITY
 - ⊕ WASTEWATER CLEANOUT

NOTES:

- GREASE TRAP #1 BUILT IN 1980's. CLEANED EVERY 2 WEEKS. APPROXIMATELY 7,000 GAL. HAUL-OFF.
- GREASE TRAP #2 CLEANING SCHEDULE UNCLEAR, CHECKED/REPAIRED WHEN WASTEWATER PIPELINE WORK DONE (2015-2017).

- KEYNOTES:**
- 1 RAW PROCESS FLOW
 - 2 WASH-DOWN FROM FRYER AT 4:30 - 5:30 AM DAILY
 - 3 WASH-DOWN FLOW FROM SHIPPING AND PACKING AREA
 - 4 AUTOMATIC WASH-DOWN FROM FREEZERS AT 5:30 AM DAILY
 - 5 DOMESTIC WASTEWATER FLOW

Green
Civil Design
GCD
Engineering & Consulting
Texas Registered Engineering Firm F-17563

301 Denali Pass Dr., Suite 3
Cedar Park, Texas 78613
(512) 640-6590

CITY OF LAMPASAS
WWTP PRETREATMENT FACILITY & SOLIDS
HANDLING IMPROVEMENTS

AJINOMOTO WINDSOR LOCATION MAP AND DIAGRAM
FIGURE 5

CURRENT CAPACITIES

Pretreatment Plant Lift Station:

	Design Value	Current Condition
Peak Flow	100 gpm	250 gpm

Pretreatment Plant:

	Contract Limit / Design Value	Current Condition
Average Daily Flow	71,890 gpd ^a	145,000 gpd ^c
Peak Daily Flow	136,000 gpd ^a	220,000 gpd ^d
Fats, Oil & Grease (FOG)	50 lbs/day ^f	250 lbs/day
Biological Oxygen Demand (BOD ₅)	1,798 lbs/day	3,197 lbs/day
Ammonia (NH ₃)	40 lbs/day ^f	15 lbs/day
Total Suspended Solids (TSS)	700 lbs/day ^f	2,084 lbs/day
		1,723 mg/L ^e
		298%

a. Flowrate calculated based on the amount of BOD the existing facility is currently removing (capacity higher than if TCEQ Stds used), with the influent BOD of 2,999 mg/L and effluent BOD of 200 mg/L.

b. Equivalent concentration from 2014 Contractual Limit (concentration at 2,500 lbs/day and 100,000 gpd).

c. Average of Monthly Influent Data, March 2019 - February 2020 (a portion of this is bypassing the Pretreatment Facility).

d. Value that captures 95% of Daily Influent Data for April 10, 2019 - July 12, 2019.

e. Average of Monthly Influent Data, March 2019 - February 2020 + 1 Standard Deviation.

f. Contractual Limit

WWTP:

	Design Value	Current Condition
Average Daily Flow	1.5 MGD	0.55 MGD
Biological Oxygen Demand (BOD ₅)	2,754 lbs/day	3,088 lbs/day
		112%

Sludge Holding Basins:

	Design Value	Current Condition
Influent Flow Rate at Current BOD Concentrations	0.68 MGD	0.55 MGD
		81%

Belt Filter Press:

	Design Value	Current Condition
Peak 14-Day Sludge Produced	5,400 lbs/day	4,879 lbs/day
BFP Operation	6 Hrs/Day, 5 Days/Wk	5.4 Hrs/Day, 5 Days/Wk
		90%
		90%

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City Manager

ITEM NO. WORKSHOP-7

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

Subject:

Discussion regarding Chapter 78, Traffic and Vehicles, Section 78-219 No Parking Zones, to add and repeal wording in section (a) to include no parking on either side of South Highway 281 from the intersection of west Tenth Street on South 281 to the corporate city limits of the City of Lampasas.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: September 22, 2020

For the agenda of: September 28, 2020

Procurement and Funding Statement:

No Parking Signs

Attachments:

Summary Statement:

Chief of Police Sammy Bailey is requesting the City of Lampasas to designate Highway South 281, either side, from the intersection of west Tenth Street on South 281 to the corporate city limits of the city of Lampasas as a no parking zone. South Highway 281 is a busy highway, recently there has been growth, development, and events in the area where the right of way has been used for parking. Parking on the each side of the roadway congest traffic, is a safety concern for vehicles entering and exiting the roadway, as well as, a safety hazard to pedestrians.

Recommendation:

Discussion Only

CHAPTER 78, TRAFFIC AND VEHICLES SECTION 78-219 NO PARKING ZONES

AN AMENDMENT TO CHAPTER 78, TRAFFIC AND VEHICLES, ORDINANCE SECTION 78-219, NO PARKING ZONES. ADDING TO SECTION 78-219 (a) *U.S. Highway South 281*, either side of the roadway of U.S. Highway 281, from the intersection of west Tenth Street on U.S. Highway South 281 to the corporate limits of the city of Lampasas.

WHEREAS, the City of Lampasas desires to safeguard the health, safety, and general welfare of the City and its citizens; and

WHEREAS, the Chief of Police has recommended that the City Council establish and extend that the right of way of U.S. Highway 281, either side of the roadway, from the intersection of west Tenth Street on South 281 to the corporate limits of the city of Lampasas.

WHEREAS, the City Council desires to prevent the obstruction of the public roadways, right-of-ways, which also apply to the public right of way beyond the paved and improved areas of travel; to improve the safety for drivers and pedestrians alike; and

WHEREAS, the City of Lampasas, Texas is a Home Rule Municipality located in Lampasas County, Texas created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas.

WHEREAS, the City Council of the City of Lampasas deems it necessary and in the best interest of citizens of Lampasas to amend section 78-219 (a) of the Code of Ordinances of Lampasas entitled, No Parking Zones (a) to extend no parking on the right of way of State Highway 281, either side of the roadway, the intersection of west Tenth Street on South 281 to the corporate limits of the city of Lampasas.

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

SECTION 1. THAT the City of Lampasas Code of Ordinances Chapter 78, Traffic and Vehicles, Section 78-219 No Parking, is hereby amended as set forth as they are determined true and correct.

SECTION 2. THAT Section 78-219 (a) added to read as follows: *State Highway 281 South*, either side of the roadway from the intersection of west Tenth Street on South 281 to the corporate limits of the city of Lampasas, as a no parking zone as hereby amended as set forth in attachment Exhibit A.

SECTION 3. THAT the provisions of this ordinance are severable and the invalidity of any word, phrase, or part of this ordinance shall not affect the validity or effectiveness of the remainder of the ordinance.

SECTION 4. THAT all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed as set forth in attachment Exhibit A.

SECTION 5. That it is hereby officially found and determined that the meeting at which this is passed is open to the public and the public notice of the time, place, and purpose of said meeting was given as required by law.

READ AND CONSIDERED ON FIRST READING by the City Council of Lampasas at a regular meeting on the 28th day of September, 2020 at which a quorum was present and for which due notice was given pursuant to Section 551.001, Et. Seq. of the Government Code.

READ, CONSIDERED, PASSED AND APPROVED ON SECOND AND FINAL READING by the City Council of Lampasas at the regular meeting on the ____ day of October, 2020, at which a quorum was present and for which due notice was given pursuant to Section 551.001, et. Seq. of the Government Code.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

APPROVED AS TO FORM:

Jo Christy Brown

Attorney for the City of Lampasas

EXHIBIT A

Sec. 78-219. - No parking zones.

- (a) At all times. The following rights-of-way (i.e., streets, alleys, or portions of streets or alleys) shall be designated as no parking zones at all times:

Campbell Street, both sides from the intersection with East Avenue H to a point approximately 600 feet south of the intersection with East Avenue F.

Del Norte Street, paved portion, north side, its entire length.

East Fourth Street, either side, between Key Avenue and the first alley east of Key Avenue on Fourth Street.

East Fourth Street (Loop 257), south side, for 100 feet east and west from the curb line on Western Street.

East Fourth Street, north side, from Western Avenue to the east side of the alley in Block 30, A.H. Barns Addition to the Town of Lampasas, Lampasas County, Texas.

Hackberry Street, both sides, from East Second Street to East Fourth Street.

Naruna Road, either side, from the intersection of US Highway 281 South to a point approximately 1,520 feet west of the intersection.

Ohnmeiss Drive either side from the intersection of US Highway 281 South to the intersection with US 183.

Pecan Street, on the west side, between Third Street and the south side of the alley which runs between Pecan Street and Live Oak Street.

South Broad Street from West Seventh Street to West Ninth Street.

~~US Highway 281 South, either side, from the intersection with Ohnmeiss Drive to the levee on the north side of the South Highway 281 Bridge.~~

~~US Highway 281 South, either side, from the intersection of west Tenth Street on South 281 to the corporate limits of the city of Lampasas.~~

West Tenth Street, either side, from Broad Street to the terminus of the roadway.

The areas set forth in subsection (a) of this section shall be marked and designated as "No Parking Zones."

(b)

When school is in session. The following rights-of-way (i.e., streets, alleys, or portions of streets or alleys) shall be designated as no stopping, standing or parking zones when school is in session, Monday—Friday 7:00 a.m.—8:30 a.m. and 2:00 p.m.—4:30 p.m.

Campbell Street, both sides from the intersection East Avenue B to a point approximately 785feet north of the intersection.

The areas set forth in subsection (b) of this section shall be marked and designated as "No Stopping, Standing or Parking Zones."

(Ord. No. 345, § I, 2-28-72; Ord. No. 363, 6-11-73; Ord. No. 453, 8-25-80; Ord. No. 484, §§ I, II, 4-11-83; Ord. No. 578, §§ 1, 2, 6-22-87; Ord. No. 656, §§ 1, 2, 2-10-92; Ord. No. 759, §§ 2, 3, 4-8-96; Ord. No. 869, § 1, 9-28-98; Ord. No. 918, § 1, 11-13-2000; Ord. No. 932, § 1, 1-8-2001; Ord. No. 946, § 1, 4-23-2001; Ord. No. 1093, § 2, 3-28-2005; Ord. No. 1133, § 1, 2-27-2006; Ord. No. 1140, § 1, 3-27-2006; Ord. No. 1146, § 1, 5-22-2006; Ord. No. 1161, § 1, 9-11-2006; Ord. No. 1291, § I, 7-12-2010; [Ord. No. 1498](#), Pt. 1, 9-12-2016; [Ord. No. 1579](#), Pts. 1, 2, 1-14-2019)

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**A PROCLAMATION TO DESIGNATE THE WEEK OF
OCTOBER 4-10, 2020 AS “FIRE PREVENTION WEEK”**

WHEREAS, the City of Lampasas is committed to ensuring the safety and security of all those living in and visiting Lampasas; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,630 people in the United States in 2017, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 357,000 home fires; and

WHEREAS, cooking is the leading cause of home fires in the United States where fire departments responded to more than 173,200 annually between 2013 and 2017; and

WHEREAS, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

WHEREAS, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

WHEREAS, children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire

WHEREAS, Lampasas residents should stay in the kitchen when frying food on the stovetop, keep a three-foot kid-free zone around cooking areas and keep anything that can catch fire away from stove tops; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Lampasas first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Lampasas residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2020 Fire Prevention Week theme™, “Serve Up Fire Safety in the Kitchen!!” effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

NOW, THEREFORE, I **Misti Talbert**, Mayor of the City of Lampasas, Texas on behalf of the Lampasas City Council, proclaim the week of October 4-10, 2020, as “**Fire Prevention Week**”

IN WITNESS WHEREOF, I have herewith set my hand and caused the Great Seal of the City of Lampasas, Texas to be affixed.

BY MY HAND, this 28TH day of September, 2020.

Misti Talbert, Mayor

**MINUTES OF SPECIAL MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Tuesday, September 8, 2020**

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

Council Members present:

T.J. Monroe, Mayor Pro Tem
Chuck Williamson
Mike White
Cathy Kuehne
Randy Clark
Delana Toups (arrived at 5:33 p.m.)

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Asst. City Secretary
Yvonne Moreno, Finance Director
Sammy Bailey, Police Chief
Chris Eicher, Parks & Recreation Director
Vicki Tower, Parks Secretary

**PUBLIC HEARING
5:30 P.M.**

I. Call to order Public Hearing

Mayor Talbert called the Public Hearing to order at 5:30 p.m.

- II. Public hearing to receive citizen comments regarding the proposed tax rate. upon all property subject to taxation within the City of Lampasas, Texas for the 2020 tax year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2020 and ending September 30, 2021; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City, and establishing an effective date.

Mayor Talbert read out loud the Public Hearing item and opened the Public Hearing for any citizen comments.

There were no citizen comments.

Mayor Pro Tem Monroe moved to close the Public Hearing. The motion was seconded by Council member Kuehne and with a vote of six in favor and one absent (Toups), the motion carried.

III. Adjourn Public Hearing

Council member Kuehne moved to adjourn Public Hearing. The motion was seconded by Council member White and with a vote of six in favor and one absent (Toups), the motion carried.

City Manager deGraffenried reminded the Mayor to announce the meeting date, time and place of the meeting at which the City Council will vote on the tax rate, as required per State requirements.

Mayor Talbert announced that the meeting to vote on the tax rate is scheduled for Monday, September 14, 2020 at 6:00 p.m. at the City Council Chambers located at 302 East Third Street, Lampasas, Texas.

Mayor Talbert also announced that those in attendance that could remain 6 feet distanced from each other could remove their masks if they chose to. She also noted that those that wanted to speak to please wait for the microphone in order to be heard and recorded.

REGULAR SPECIAL SESSION (Special meeting)
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IV. Call to order

Mayor Talbert called the Special Session to order at 5:32 p.m.

- V. Discussion regarding proposed location for City of Lampasas Skatepark with Lampasas Association for the Arts and Wings of Eagles Outreach

Those in attendance:

LAFTA members: Boyce Cabaniss, President; Tina Matney, Lynn Greenwood, Janna Hammett, Jennifer Bunting, Tom Welch, Zac Morris, Vice-President; and Robin Gradel

Wings of Eagles Outreach: Marisa Skiles and Lisa Parker, President

Boyce Cabaniss, LAFTA Board President, provided the following comments:

- On behalf of LAFTA, they wanted to thank the City for the 15-year partnership in improvements to Sculpture Garden/Campbell Park such as lighting, electricity, sidewalks and the restrooms most recently.
- LAFTA has raised and invested over \$300,000.00 in art work and Campbell Park is a regionally known sculpture park. It has become the number one tourist attraction in Lampasas with top artists from Texas and around the nation.
- LAFTA is not opposed to a Skatepark and has pledged to work with the Wings of Eagles Outreach, as especially the skaters, and put graffiti art on their Skatepark.
- LAFTA understands it's the City's decision on the location. LAFTA prefers for the Skatepark not to go on the western part of the park near the restrooms due to their plan to put a pavilion in that location. With everything the City has already done for Campbell Park, they have no immediate plans to ask for assistance from the City for the pavilion.
- LAFTA felt that the Skatepark should go near the railroad right-of-way on Hackberry for the following reasons:
 - This area already has a small slab and room to add their ideal slab of 160 feet by 60 feet.

- The restrooms would be approximately 300 yards from this area which would be close for them. There are sidewalks to get from this area to the restrooms and the skaters would probably enjoy skating back and forth.
- This area would also have room for bleachers for spectators for any planned skateboarding events.
- Accessibility: The Skatepark headquarters, which is currently at the Courthouse Square, would be closer to them. This location would also be closer to the skaters that live north and east of this location, which is where he was told most of them live.
- He reviewed some reasons for it not being a good idea at Campbell Park
 - Drainage concerns with the concrete Skatepark
 - Cultural and environmental reasons
 - Visibility
 - Hours of the park
 - Noise from Ajinimoto could be a problem to the skaters; the railroad right-of-way property is further away from that noise
 - Patrol and safety issues

Council member White expressed the following:

- Approximately four or five years ago, LAFTA had expressed interest in wanting to construct a pavilion in the center of the park. LAFTA has had a tent put up in that area when the Atlas 4000 held their last event in Lampasas. For that reason, the City moved electricity to the center of the park. It was never mentioned of the proposed pavilion being planned in another area.
- As for the noise from the wheels of the skateboards, it will never reach a decibel level issue.

LAFTA Board President Cabaniss understood that the electricity was put in the center only because of the vendors being in this area and for the bands that played at the events.

Mayor Talbert clarified the following:

- City Council and City of Lampasas views LAFTA as an asset to the community and very appreciative of all that LAFTA has done for the community and the park. LAFTA is a benefit to our entire community.
- Discussion has been that in the future, LAFTA wants a pavilion. The discussion today at this special meeting with today's Council members is the desire to facilitate the funding for both a Skatepark and a pavilion and undertake both projects very soon.
- The Skatepark is not an ancillary project of the Wings of Eagles group. This group has worked diligently and tirelessly for quite some time to raise funds toward a project of this kind. The City has found the means in which to contribute funding and provide a Skatepark for all the community is to include this group in the planning of future events that interns the City to utilize HOT funds for funding part of this project.
- As to the location of the Skatepark being convenient and close to current headquarters of Wings of Eagles, it is not the objective of the City or of Council of how close it is for them, the City wants a Skatepark for the community.
- Patrol and safety issues would not be an issue because of full confidence in the City's Police Department.
- Demographics should not be used as to where this Skatepark should go or who would utilize this Skatepark more based on where they live. This Skatepark will be for everybody from anywhere to use.

- Noise should not be an issue. Parks have noise from kids playing, a squealing child on a swing or just kids having fun. There is going to be noise.
- With the concern of drainage, a Skatepark can be in the flood plain.

Other discussion by LAFTA members:

- Mr. Cabaniss - The reason for not wanting a pavilion in the center of the park is because of the current placement of sculptures and how the sculptures can be viewed as an open and rolling vista view with no object in the way.
- Tina Matney - LAFTA was seeking a 7,000 square foot pavilion. Not necessarily all covered, but as much as possible. There is no place for anyone to rent a facility for an event and this could be an option. The reason for not wanting the pavilion in the center of the park was because when vendors and/or those that were to use the pavilion would want to unload their items, they would drive into the park which would destroy the park area.
- Tina Matney - There is two to three acres near the Ajinimoto plant for a Skatepark. Lisa Parker, Wings of Eagles President, spoke and expressed safety concerns with 18-wheelers, especially for the younger skaters.
- Janna Hammett – Suggested the 580 Sports Complex for a Skatepark or Turner Field. Discussion included: 580 Complex is too far for young skaters to get to and Turner Field does not have any room.
- Zac Morris – Spoke on alternate locations for the Skatepark.
- Jennifer Bunting – Concern of any impact to the Springs with the construction of the Skatepark and/or pavilion, or both. Should there be an evaluation or study be done?

Council member Clark said that there would be some requirements such as boring holes in the ground to find the depth of the water. The City certainly does not want to damage any of the springs.

Council member Toups spoke on concern of the railroad right-of-way property being unsafe with the high traffic count, especially from the school traffic.

James Hammett, citizen and local Attorney, spoke on possible legal and liability issues to the City by allowing a Skatepark to be built. He noted the following:

- Who would pay if someone were to get hurt at this Skatepark?
- Concern of monitor or patrol in this area if a Skatepark was built. With the other recreation in the current parks, there are lifeguards to patrol the pool and coaches/referees at the ball fields.
- After being asked by Council whether he was opposed to the idea of a Skatepark being constructed at any location or just opposed to a Skatepark being built at all. Mr. Hammett replied he was opposed to a Skatepark being built at Campbell Park.

Council discussion included:

- Skating at the Skatepark would be at your own risk. Same as any other recreational event in the City.
- Discussed a possible location where a pavilion could be contoured to fit an area that could be near the parking lot to allow for easy access and be close to the restrooms.
- In order to move forward with these projects, both LAFTA and Wings of Eagles need to willing to work together with Council on sound decisions for locations for both a Skatepark and pavilion.

Tina Matney, LAFTA member, spoke on behalf of LAFTA and said they were not expecting the City to want to build a pavilion and they are extremely grateful and are willing to work with both the City and Wings of Eagles on these proposed projects. She asked if Council could meet with both LAFTA members and Wings of Eagles to view the park area and decide on possible locations for both the projects.

City Staff would coordinate a date and time for Council to meet with representatives with both LAFTA and Wing of Eagles at Campbell Park.

VI. Adjourn into Executive Session

Council member Toups moved to adjourn into Executive Session at 6:26 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

EXECUTIVE SESSION

The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

- Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body; and/or other matters posted on the regular agenda.

VII. Adjourn Executive Session and reconvene Special Session

Executive session was adjourned at 7:01 p.m. and Special Session was immediately reconvened.

REGULAR SPECIAL SESSION (Special meeting)

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

There was no action taken.

IX. Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:02 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, September 14, 2020**

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

Council Members present:

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

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Rickie Roy, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Zoning Administrator/Asst. City Secretary
Yvonne Moreno, Finance Director
Jody Cummings, Assistant Police Chief
Chris Eicher, Parks & Recreation Director
Vicki Tower, Parks Secretary
Jeff Smith, Fire Chief
Mandy Walsh, Economic Development Director (workshop only)

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

1. Call to order Workshop Session

Mayor Talbert called the Workshop Session to order at 5:30 p.m.

Mayor Talbert provided the telephone number of 512-556-0332 to call in for any comments. She also announced to those in attendance if they could maintain six feet separation, they could remove their masks if they chose to.

2. Discussion and presentation concerning proposed location of City of Lampasas Skatepark from Lampasas Association for the Arts (LAFTA) and Wings of Eagles Outreach.

City Manager deGraffenried said that on Thursday, September 10, 2020, City Staff and a few Council members met with representatives from Lampasas Association for the Arts (LAFTA) and Wings of Eagles Outreach to discuss and view the possible locations for a Skatepark, as well as a proposed pavilion.

After looking at areas in Campbell Park, LAFTA felt that some sculptures could be moved, if needed, to allow for a proposed pavilion to be constructed in the center of the park. The Skatepark site would be next to the restrooms on the south side.

deGraffenried said that City Staff would review the old geotechnical engineering information that the City has before proceeding with any development.

deGraffenried said that City Staff was seeking Council's input on whether they would like City Staff to move forward with the location sites as reviewed and discussed and to work with both parties on those projects.

City Council members unanimously agreed for City Staff to move forward as discussed.

3. Discussion and presentation from Christmas on the Creek Committee.

Mr. David Love, Christmas on the Creek Committee member ("COTC"), reviewed the following:

- 2020 Plans
 - Adding various sizes of pole trees
 - Installing a second "Merry Christmas" lighted sign on the levee between the park and O'Reilly's
 - Adding additional large PVC candy canes for Candy Cane Lane
 - Restrung LED lights on train display
 - They will be moving 12 Days of Christmas to Ruth Eakin stage for better visibility
 - Adding new items to Santa's Village, both of which will be painted by COTC volunteers
 - Courthouse
 - Pickup truck
 - Due to theft at their storage facility, COTC will be replacing numerous items and some community donations have been received to help with these costs.
 - COTC has discussed holding a tentative and scaled down event on December 12, 2020 for people to wander through the park. They would like to have a roving Santa that would hand out candy canes to visitors and also the possibility of sleigh rides. They would ensure to follow CDC guidelines.
- Requests
 - Seeking funding again this year for lighting of the tree canopies. COTC would like to continue to use Lucian Hodges and his crew. The cost is expected to remain the same at approximately \$30,000.00.
 - Future considerations to Council:
 - Add electricity and lights across from the restrooms along the Valero fence
 - Add lights under the bridges to increase safety for people parking at the Hostess House and walking along the creek throughout the year

Council thanked Mr. Love for his presentation and information he provided and also thanked all members of COTC for their hard work.

Mayor Talbert also informed Mr. Love that the City has included funding for COTC in the FY 2020/2021 Budget.

4. Discussion regarding FY 2020/2021 City of Lampasas Budget.

City Manager deGraffenried explained the following:

- As of note, is the inclusion of one (1) Part-time Utility Billing and Collection staff position.
- City Staff has also received a proposal for an Interceptor Study in the amount of \$35,250.00 that is not included in the budget. City Staff would recommend mid-year review and possible funding at that time.
- He referred to items and projects indicated in the FY 2021-FY 2025 CIP Report, Areas of Emphasis.
- He also noted that the FY 2021 Budget does include approximately \$22,000.00 in contingency.
- At this time, estimates for Electric/Street Department bathroom exceed budgeted amounts, however, the Assistant City Manager, Rickie Roy, will investigate supplemental funding from other account lines.

Council member Clark thanked City Manager deGraffenried for the proposal for engineering services regarding the Wastewater Interceptor Capacity analysis from Eckermann Engineering. He said that this analysis needs to be done fairly soon and understood that there are other priorities that take precedent at this time, but would like it included in a future budget.

5. Discussion and updates concerning COVID-19.

Jeff Smith, Fire Chief, reviewed the following:

- Statewide
 - 67,412 active cases, as of Sunday
 - 14,190 fatalities
 - 3,319 hospitalized
 - 8.11% positivity rate
- Lampasas
 - 36 active cases on July 31, 2020
 - 179 positive cases
 - 285 total cases
 - 9 fatalities

6. Discussion regarding any item on the regular agenda

There was no discussion.

7. Adjourn Workshop Session

Mayor Pro Tem Monroe moved to adjourn the Workshop Session at 5:58 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

Mayor Talbert called for a ten-minute break before going into Regular Session.

REGULAR SESSION 6:00 p.m.
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:08 p.m. She provided the telephone number of 512-556-0332 to call in for any comments. She also announced to those in attendance if they could maintain six feet separation, they could remove their masks if they chose to.

B. Invocation and Pledge of Allegiance

Jody Cummings, Assistant Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

C. Presentations and Proclamations

There were no Presentations or Proclamations.

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

There were no citizen comments.

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

1.3	Public hearing to receive citizen comments regarding approval, denial, or approval with modification(s) for a Manufactured Home Overlay “MHO” to an existing Single Family-6 “SF-6” Zoning District. The property is described as Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County.
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Becky Sims, Zoning Administrator/Assistant City Secretary, explained that Efren and Rachael Cisneros, property owners, are a zoning change of Manufactured Home Overlay “MHO” to the existing Single Family-6 Residential “SF-6” Zoning District.

Sims reviewed the following information:

- The property is commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County.
- The Building and Planning Department will ensure all zoning requirements and regulations are met upon approval of the Manufactured Home Overlay “MHO” rezone.
- The Manufactured Home Overlay “MHO” District is intended to be applied in conjunction with a residential base zoning district to encourage HUD-code manufactured homes in certain areas that are already platted or partially developed.
- City Staff mailed fifteen (15) letters to property owners within 200 feet of the applicant’s property and one (1) letter was received in protest.
- This item was presented to the Planning & Zoning Commission on Thursday, September 3, 2020 and the Commission voted four (4) in favor, two (2) opposed and (1) one absent for approval of the Manufactured Home Overlay “MHO”.

Mayor Pro Tem Monroe asked why the two P&Z members opposed the request. Sims replied that it was for concern of this property being in the floodplain, which this property is near the floodplain, but it is not.

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

Mayor Pro Tem Monroe moved to close the public hearing. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

1.4	Public hearing to receive citizen comments to consider approval, denial, or approval with modification a request for a Specific Use Permit in an area zoned Commercial "C" to allow for Two-Family Residential (Duplexes) "SF-2". The property is described as Block 3, Part of Lot 3, Lots 4-7, East Lampasas Addition; portion of Mill Street between College and Briggs Street.
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Becky Sims, Zoning Administrator/Assistant City Secretary, explained that Kenneth Ankarberg, owner, is requesting City Council to consider the approval of a Specific Use Permit "SUP" in an area zoned Commercial "C" to allow for Two-Family Residential (duplexes) "SF-2".

Sims reviewed the following:

- The location is zoned Commercial.
- The area around this property is zoned Commercial, Retail and Single Family Residential The 2F, Two-Family Residential, district is intended to promote stable, quality multiple-occupancy residential development at slightly increased densities.
- She reviewed the area regulations.
- City Staff mailed fifteen (15) notices to property owners within 200 feet of the applicant's property and received three (3) letters in favor of the request and none in opposition.
- This item was presented to the Planning & Zoning Commission on Thursday, September 3, 2020 and recommended approval.

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

Mayor Pro Tem Monroe moved to close the public hearing. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

1.5	Public hearing to receive citizen comments to consider approval, denial or approval with modifications a request for a Specific Use Permit in an area zoned Commercial "C" to allow for Micro-Blading (Cosmetic Tattooing) Services. The property is described as Block 2, Lot 8, East Lampasas Addition; commonly known as 1002 E 4 th Street, Lampasas, Texas, Lampasas County
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Becky Sims, Zoning Administrator/Assistant City Secretary, explained that the property owner, Jack Harrell, and applicant, Kelsey Estep, are asking that City Council consider granting a request for a Specific Use Permit to allow for Micro-Blading (Cosmetic Tattooing) inside The Fixx Salon, located at 1002 E. 4th Street, Lampasas, Texas.

Sims reviewed the following:

- Manual microblading is a form of semi-permanent tattooing that involves using tiny, fine-point needles (instead of a tattoo gun) that make up a small disposable blade and handle that helps scratch and deposit pigment simultaneously under your skin.

- City Staff mailed fourteen (14) notices to property owners within 200 feet of the applicant’s property, and to date have received four (4) letters, three (3) in favor of the request and one in protest. The one in protest was because they were opposed to tattooing.
- This item was presented to the Planning & Zoning Commission on Thursday, September 3, 2020 and recommended approval to City Council with a vote of five (5) members in favor, one (1) opposed and one (1) absent. The one member in opposition was because they were opposed to tattooing.

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

Mayor Pro Tem Monroe moved to close the public hearing. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

1.6	Public hearing to receive citizen comments regarding a request to consider approval, denial, or approval with modification(s) of a Minor Plat of Portwood described as 3.01 acres out of the John Burleson Survey. Abstract No. 42, City and County of Lampasas, Texas; generally located at 1316 Central Texas Expressway.
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Becky Sims, Zoning Administrator/Assistant City Secretary, explained that Mr. Joseph Abel, owner, is requesting that City Council consider approval of the Minor Plat of Portwood.

Sims reviewed the following:

- The tract is three (3) acres and will be divided into two lots; with one being a flag lot.
- The lots will have a shared access point from Highway 190/Central Texas Expressway.
- Water, sewer and electric are available.
- The property is currently zoned Commercial.
- This item was presented to the Planning & Zoning Commission on Thursday, September 3, 2020 and voted to recommend approval to City Council.

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

Council member White moved to close the public hearing. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

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

Council member Toups moved to approve the minutes as presented. The motion was seconded by Council member Clark and with a vote of six in favor and one abstention (Monroe), the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from August 1, 2020- August 31, 2020

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

4.0	BOARDS/DEPARTMENT REPORTS
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There were Board or Department reports.

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- The Weather - The recent wet weather began in the early morning of September 2, 2020 with widespread thunder and lightning storms. At that time, Flint Geagley, Electric Superintendent, and Rickie Roy, Assistant City Manager, reported isolated outages, due to feeder disruptions at the substation, and at individual fuses in our distribution system. The longest outage was estimated at 1 ½ hours. Over the past week, the City has also experienced localized flooding and road closures at low water crossings. City Staff investigated a roof leak at the Calvert Building, with the contractor responding within 6 hours and correcting the issue. The large Pecan Tree on the west side of the Calvert Building was struck by lightning, however; City Staff and Mr. Hodges believe the tree may survive. The City also lost some technology hardware and switches.
- Bike Trails - The Mayor and City Staff have been approached regarding development of primitive mountain bike trails at the 580 Sports Park. The process for an initial conceptual design is being discussed, and the idea will be reviewed by the Parks & Recreation Board on September 17, 2020. Internally, City Staff has also discussed bike lane connectivity from Avenue B to Campbell Park for a potentially safer access. City Staff estimates 100 to 120 acres could be utilized for the trail system.
- Comp Plan – City Staff has surveyed members of the CPAC, and have developed a schedule of small group meetings to review the Lampasas Recommendation Outline. City Staff will attempt to meet with a majority of CPAC members on the September 21, 2020, but may also hold an additional meeting or two during the week in the event of conflict. Previously, Council has had the opportunity to provide input on this section, however; he said that they were free to attend one of the meetings if so inclined.
- Avenue E - The weather has caused some delay in the West Avenue E Construction project, however; work remains on schedule. The contractor has cut width, and installed and compacted base material generally between Porter Street and Spring Street, and has also installed box culverts to carry storm water to the south. Mike Blair, Civil Inspector/Project Manager, continues to oversee the project and communicate with residents regarding issues or concerns.
- Internet – City Staff continues to work with local ISP's to complete their respective Pole Attachment Agreements, which should be finalized within the next two weeks. Both parties are also currently working to design and inspect routes, and install technology infrastructure. In one case, an ISP has identified several BO poles, in a more remote portion of our distribution system, which City Staff have already replaced. He also noted that the Fiber to the Home rollout will also be the subject of an upcoming news story in the Lampasas Dispatch Record.

5.2	MAYOR'S COMMENTS
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Mayor Talbert thanked Sammy Bailey, Police Chief, and Jeff Smith, Fire Chief, for their assistance to meet with and ensure CDC guidelines for events held in the City; and Becky Sims, Asst. City Secretary/Zoning Administrator, for providing the outline/compliance letters for her signature for those events.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action concerning the first reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2020 and ending on September 30, 2021. Appropriating money for various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; providing a repealer clause for the repeal of all Ordinances and Appropriations in conflict with the provisions of this Ordinance; and Establishing an Effective Date.

Yvonne Moreno, Finance Director, explained that the attached ordinance will formally adopt the proposed budget for the 2020-2021 Fiscal Year. A record vote on adopting the budget should be taken by the City Secretary.

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2020 and ending on September 30, 2021. Appropriating money for various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; providing a repealer clause for the repeal of all Ordinances and Appropriations in conflict with the provisions of this Ordinance; and Establishing an Effective Date and with a record vote taken by the City Secretary, Christina Marez, as follows:

- Council member Williamson Approve
- Mayor Pro Tem Monroe Approve
- Mayor Talbert Approve
- Council member Clark Approve
- Council member White Approve
- Council member Toups Approve
- Council member Kuehne Approve, the motion carried.

7.2	Discussion and possible action concerning the first reading of an Ordinance setting the Tax Rate and Levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2019 tax year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021 2020; apportioning said levy among various funds and items for which revenue must be raised including providing a Sinking Fund for the retirement of the Bonded Debt for the City of Lampasas; and establishing an Effective Date.
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Mayor Talbert read the Item caption and noted the correction that the Fiscal Year is ending September 30, 2020 instead of 2021 as posted.

Yvonne Moreno, Finance Director, explained that the attached ordinance adopts a total tax rate of \$0.395218 cents for the 2020 tax year. The tax rate is divided between \$0.31423 cents for general fund maintenance and operations and \$0.080988 cents for debt service (interest and sinking fund.) A record vote on setting the tax rate should be taken by the City Secretary.

Mayor Pro Tem Monroe moved to approve first reading of the Ordinance and that the property tax rate be increased by the adoption of a tax rate of \$0.395218, which is effectively a 1.08 percent increase in the tax rate. The motion was seconded by Council member Williamson and with a record vote taken by the City Secretary, Christina Marez, as follows:

Council member Williamson	Approve
Mayor Pro Tem Monroe	Approve
Mayor Talbert	Approve
Council member Clark	Approve
Council member White	Approve
Council member Toups	Approve
Council member Kuehne	Approve, the motion carried.

7.3	Discussion and possible action regarding ratifying the property tax revenue increase reflected in the fiscal year 2020-2021 budget.
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Yvonne Moreno, Finance Director, explained that Local Government Code, Section 102.007 requires a separate vote of the Governing Body of a City to ratify the property tax revenue increase reflected in the budget. The separate vote is in addition to and separate from the vote to adopt the budget or a vote required to set the tax rate. A record vote should be taken by the City Secretary.

Mayor Pro Tem Monroe moved to approve ratifying the property tax revenue increase reflected in the fiscal year 2020-2021 budget. The motion was seconded by Council member Toups and with a record vote taken by the City Secretary, Christina Marez, as follows:

Council member Williamson	Approve
Mayor Pro Tem Monroe	Approve
Mayor Talbert	Approve
Council member Clark	Approve
Council member White	Approve
Council member Toups	Approve
Council member Kuehne	Approve, the motion carried.

7.4	Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial or approval with modification(s) for a Manufactured Home Overlay “MHO” to an existing Single Family-6 “SF-6” Zoning District. The property is described as Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County.
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Mayor Talbert said that this item was discussed in Public Hearing.

Council member Clark moved to approve the first reading of an Ordinance to consider approval, denial or approval with modification(s) for a Manufactured Home Overlay “MHO” to an existing Single Family-6 “SF-6” Zoning District. The property is described as Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial, or approval with modification a request for a Specific Use Permit in an area zoned Commercial “C” to allow for Two-Family Residential (Duplexes) “SF-2”. The property is
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	described as Block 3, Part of Lot 3, Lots 4-7, East Lampasas Addition; portion of Mill Street between College and Briggs Street.
--	--

Becky Sims, Zoning Administrator/Assistant City Secretary, explained that this item was discussed in Public Hearing.

Council member Toups moved to approve the first reading of an Ordinance to consider approval, denial, or approval with modification a request for a Specific Use Permit in an area zoned Commercial “C” to allow for Two-Family Residential (Duplexes) “SF-2”. The property is described as Block 3, Part of Lot 3, Lots 4-7, East Lampasas Addition; portion of Mill Street between College and Briggs Street. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding the first reading of an Ordinance to consider approval, denial or approval with modifications a request for a Specific Use Permit in an area zoned Commercial “C” to allow for Micro-Blading (Cosmetic Tattooing) Services. The property is described as Block 2, Lot 8, East Lampasas Addition; commonly known as 1002 E 4 th Street, Lampasas, Texas, Lampasas County
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Becky Sims, Zoning Administrator/Assistant City Secretary, explained that this item was discussed in Public Hearing.

Council member Toups moved to approve the first reading of an Ordinance to consider approval, denial or approval with modifications a request for a Specific Use Permit in an area zoned Commercial “C” to allow for Micro-Blading (Cosmetic Tattooing) Services. The property is described as Block 2, Lot 8, East Lampasas Addition; commonly known as 1002 E 4th Street, Lampasas, Texas, Lampasas County. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.7	Discussion and possible action to consider approval, denial, or approval with modification(s) a Minor Plat of Portwood described as 3.01 acres out of the John Burleson Survey. Abstract No. 42, City and County of Lampasas, Texas; generally located at 1316 Central Texas Expressway.
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Becky Sims, Zoning Administrator/Assistant City Secretary, explained that this item was discussed in Public Hearing.

Mayor Pro Tem Monroe moved to approve the Minor Plat of Portwood described as 3.01 acres out of the John Burleson Survey. Abstract No. 42, City and County of Lampasas, Texas; generally located at 1316 Central Texas Expressway as presented. The motion was seconded by Council member White.

Council member Clark noted that he was not in favor of flag lots in the community, which this property is. He understands that there is not much else that you can do with property, so he understands this request.

Mayor Talbert called for a vote on the motion made by Mayor Pro Tem Monroe and seconded by Council member White to approve the Minor Plat of Portwood. With a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding the Schindler Elevator Maintenance Agreement for the Calvert Building.
-----	---

City Manager deGraffenried explained that this item has been placed on the agenda to discuss a maintenance agreement for the Schindler Elevator at the Calvert Building that was installed in October

2019. The New Product Service Plan (Warranty) expires October 8, 2020. The Annual State Inspection is also due in October.

deGraffenried said that City Staff met with the local account manager on August 27, 2020 to discuss the maintenance agreement. The full coverage agreement is called "Schindler Plus" included in this agreement is the annual safety test to make the elevator code compliant with the state. It includes 8-hour call-back coverage during normal working hours (8:00 a.m.-4:30 p.m.) Monday-Friday. There will be an average response time of 4-hours for non-emergencies. Lastly, Basic Parts and Components and Major Parts and Components are covered in this agreement. The pricing is as follows:

- 10-year pricing \$400.00 + \$20.00 = \$420.00 a month
- 5-year pricing \$425.00 + \$20.00 = \$445.00 a month
- 3-year pricing \$450.00 + \$20.00 = \$470.00 a month

The contract price and labor rates are adjusted annually; typically, a 3-4% increase. City Staff has asked that a specific maintenance schedule be included in the agreement, as well as capping the increase if Council were to opt for 10-year pricing. He felt that the 3- or 5-year plan would be appropriate.

deGraffenried noted that the City has had to call Schindler to come out at least five times since the installation of the elevator. Most items have been minor repairs but can get costly on the number of times to have them come down.

Council member White moved to approve the 3-year Schindler Plus Maintenance Agreement and to allow the City Manager to negotiate and execute the agreement accordingly. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.9	Discussion and possible action regarding approval to declare two (2) Zero Turn Mowers used by the Parks Department as surplus and allow to dispose of as State Law allows.
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Vicki Tower, Parks Secretary, explained that the Parks Department is seeking approval to declare two (2) Zero Turn Mowers used by the Parks Department as surplus and allow to dispose of as State Law allows.

Tower noted that the two (2) zero turn mowers were used to maintain grounds at City Parks and various properties. One of the mowers needs a PTO clutch which will not engage and needs a new battery. The other is just for parts and an incomplete mower.

Council member Williamson moved to approve to declare two (2) Zero Turn Mowers used by the Parks Department as surplus and allow to dispose of as State Law allows. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.10	Discussion and possible selection of website photo contest winner.
------	--

Becky Sims, Assistant City Secretary/Zoning Administrator, explained that there were three (3) photo entries submitted:

- Entry 1, "Texas Sage Blooming at Home" submitted by Edwin Rivas-Colon
- Entry 2, "Lampasas...small town with cool vibes!" submitted by Toni Strickland
- Entry 3, "Silenced Bridge" submitted by Jessica Constancio

Council member White moved to select Entry 2 “Lampasas...small town with cool vibes!” submitted by Toni Strickland as the winner of the photo contest. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.11	Discussion and possible action to continue the use of Fuelman for gasoline and diesel for the City of Lampasas for the fiscal year 2020-2021.
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Rickie Roy, Assistant City Manager, explained that the City went through the proper bidding process. A total of nine companies were sent bid packets:

1. Gasboy, Commercial and Industrial Solutions
2. Mansfield Energy
3. Pinnacle Petroleum
4. Lykins Energy
5. Clean Energy Fuels
6. Sun Coast Resources
7. Murphy USA
8. Valero Fleet Service
9. Fuelman

Roy reviewed the following:

- Fuel bids were to be submitted by 2:00 p.m. on August 11, 2020.
- The City did not receive any bids. Fuelman did not submit a bid, who the City currently uses for fuel.
- He called Fuelman to find out why they did not bid. Apparently, Fuelman does not do bidding or contract agreements anymore.
- If the City chose to continue with Fuelman, the City would be under the same terms and conditions. No paperwork is necessary to be filled out.
- He recommended that the City continue with Fuelman since no bids were received.

Mayor Pro Tem Monroe moved to approve to continue the use of Fuelman for gasoline and diesel for the City of Lampasas for the fiscal year 2020-2021. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.12	Discussion and possible action regarding the appointment of City Prosecutor.
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City Manager deGraffenried explained that this item was placed on the agenda for consideration of formal appointment of Martin, Millican, Cooley PLLC, as City Prosecutor, through Jackie Baltrun, Attorney.

Council member Toups moved to approve the appointment of Martin, Millican, Cooley PLLC, as City Prosecutor, through Jackie Baltrun, Attorney. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 6:41 p.m. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

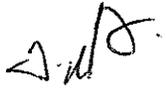
PASSED AND APPROVED this _____ day of _____, 2020.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

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City Manager

ITEM NO. 3.1

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

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

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

Date Submitted: September 23, 2020 For the Agenda of: September 28, 2020

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

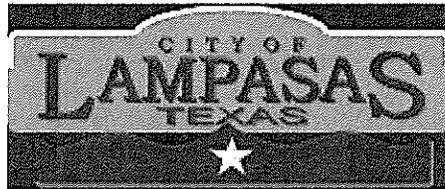
Summary Statement:

The weighted average maturity of City investments is 1 days.

The City's yield to maturity is 0.134

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$2,360,583.56	14.14%
TexStar	\$1,627,287.74	9.75%
Bancorp South	\$3,624,930.14	21.71%
Money Market	\$3,879,347.06	23.24%
Frost Bank	\$5,203,785.81	31.17%

commendation: Motion to approve by consent.



Monthly Investment Report
August 31, 2020

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS



Struggling to Sustain a Recovery

The dramatic and discouraging swings created by the Covid-19 virus has lead the US into perhaps the most challenging environment in modern history. The next few years will be crucial. Additional stimulus is needed as much now as for the expected post-covid slowdown, as everyone takes a large slow breath..

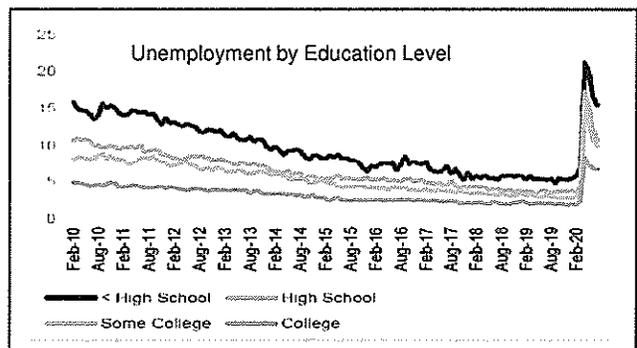
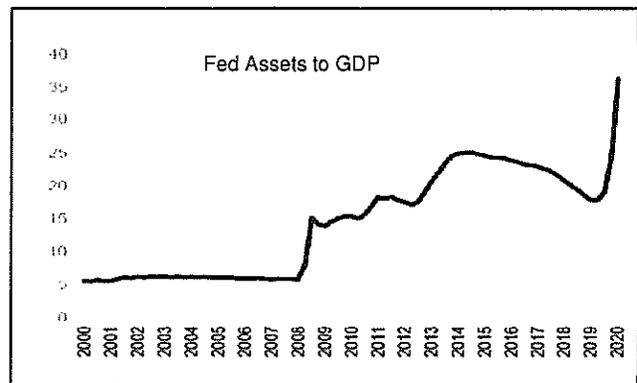
Covid exposed fault lines hidden by the longest expansion on record and caused massive job losses and the worst recession since WWII. The US has to come out of this better than pre-covid.

Bureaucratic missteps and political fights, along with lack of timely medical information combined with racial problems and income equality, have created a perfect storm of instability and populism around the world.

Previous recessions are usually investment driven, unlike Covid, so consumer consumption has dropped 34.6 % in Q2. That in turn slows manufacturing and decimates small business. A good overview is from the Chicago Fed's Index in which 29 of the 85 indicators are negative. This lessens inflation worries and so consumers are not pushed to buy.

However, there are a few strong signs that the economy is slowly sprouting. Housing is booming with existing home sales jumping like it is 2006. With this boom, prices are rising but the low mortgage rates for people with a down payment provides a major inducement. Industrial production is climbing back as is personal income.

But confidence is dropping fast even with increased income. Part of the confidence issue may be tied to the upcoming election and Congress' inaction. The strongest confidence point is of course jobs and without re-opening, jobs will remain scarce. We have seen a rise in unemployment claims, but continuing claims are stable. There is much to overcome however, the US has seen 57.4mm claims filed in the last 22 weeks. This hits the lower educational level service jobs the hardest and contributes to the social divisions. These divisions can be seen developing geo-politically around the world as well.





Monetary and Fiscal Efforts

Fiscal efforts are mired in a political battle, which will not see a possible resolve until November. There will probably be another stimulus package from Congress, but its size and directives are currently uncertain. These will address the key elements of job and support, but probably not training and business support.

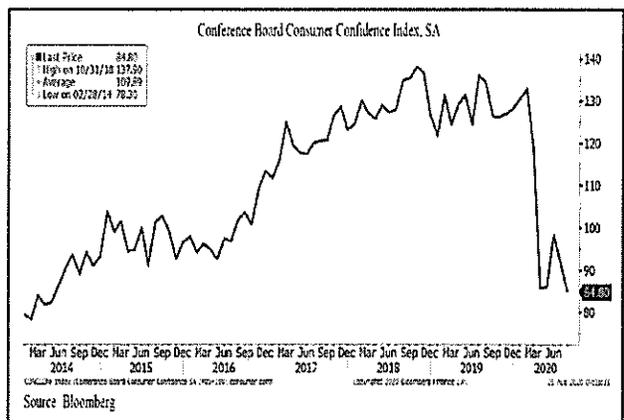
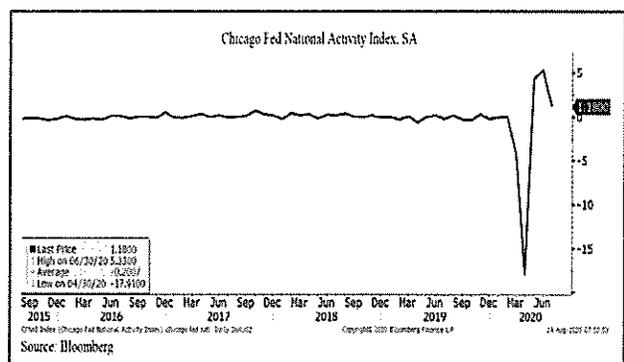
Monetary efforts, however, continue to move at a rapid pace. The Fed has many tools and has been using them all year. Support for liquidity in CP, primary and secondary markets, and asset acquisitions have eased some tensions and most importantly provided liquidity to the markets so that they do not simply seize up. But these actions have also contributed to a massive balance sheet increase and overriding debt. Remember that only in the fall of 2018 was the Fed starting to see the end of the 2008-09 QE supply.

Now the Fed has introduced its **Strategy on Longer Run Goals and Monetary Policy** furthering their goal of transparency. Judging that the Fed Funds rate has become less consistent with its goal of max employment and price stability, they see a greater risk to employment and inflation. Whereas employment is broad based and structural, inflation rates are primarily influenced by monetary policy. Hence the Committee has the ability to specify a longer-run goal for inflation through this policy.

This major change is moving to a flexible average inflation targeting (AIT) framework which removes the 2% inflation target. Essentially strong economies over 2% would be an acceptable goal, whereas when needed they would lower the target.

Another major idea being floated by the Fed is Yield Curve Targeting (YCT). This is not new since it was used in the 1940's to cap treasury yields (and therefore the level of debt) for the war effort. Although QE and forward guidance are the primary tools, it appears the Fed is moving to and may choose to yield target the short-to-medium Treasuries to further stimulate the economy.

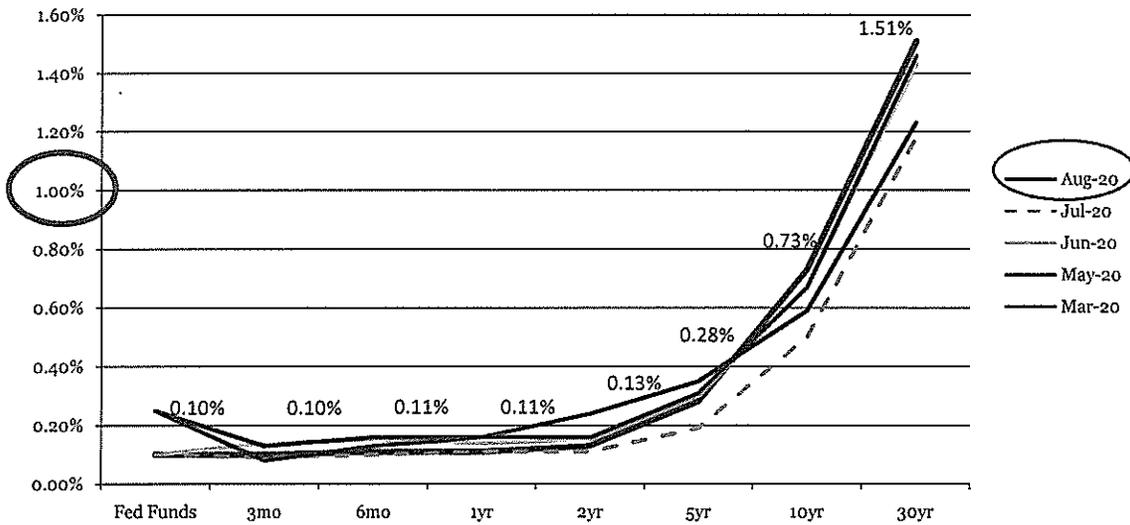
Such a move requires monetary and fiscal policy-makers cooperation and it still has a long way to go!





To V or Not to Be

- The graph below shows the ugly truth of the yield curve as it also fights the virus. Changes in short rates are now measured in basis points.
- 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 five months. The Fed has stated its intention to stay at 0.0% Fed Funds through 2022.
- Fear increases the demand for safe havens and the safest are the U.S. Treasury and the USD dollar. Only commercial paper offers value in the short-term.
- The 2 year now yields 0.11% and the 5-year and 10-year notes in real terms are negative in yield (-1.24% and -1.02% respectively). Looking back on 2008-2010 as possible guide posts as the Treasury extends its maturities (from Bills), the short term inside the 2-year may be zero bound for a long time.
- Adding the jaw-dropping level of direct stimulus this time and the level of debt accumulating, it will be awhile before rates rise.

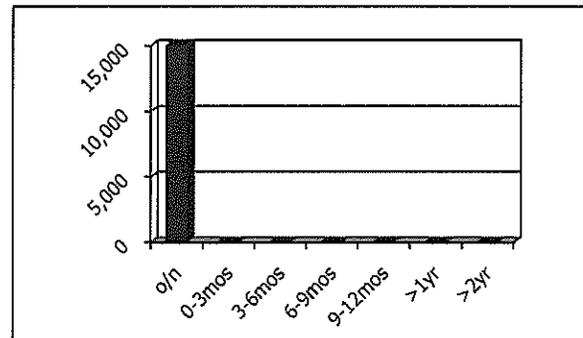
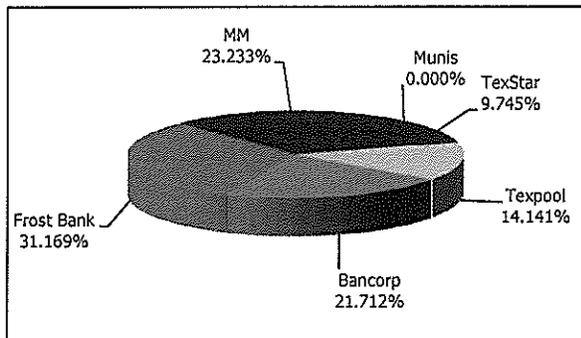


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

Your Portfolio

As of August 31, 2020

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions. These are unusual times and where extensions can be made it is important to make them for any value in the markets.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. Liquidity will not be attractive but as the curve flattens it also is sometimes the only sector available as year end expenditures loom. Our expectation is of continuing low rates but we will attempt to find value in all authorized sectors to capture yield available.
- Hopefully Fed actions will return us to some normalcy and a vaccine will be found This is what we are watching for and acting on.





**City of Lampasas, Texas
Portfolio Management
Portfolio Summary
August 31, 2020**

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Bancorp South	3,624,930.14	3,624,930.14	3,624,930.14	21.71	1	1	0.250
Texpool/Texpool Prime	2,360,583.56	2,360,583.56	2,360,583.56	14.14	1	1	0.217
TexStar	1,627,287.74	1,627,287.74	1,627,287.74	9.75	1	1	0.165
Frost Bank	5,203,785.81	5,203,785.81	5,203,785.81	31.17	1	1	0.000
Money Market	3,879,347.06	3,879,347.06	3,879,347.06	23.24	1	1	0.144
Investments	16,695,934.31	16,695,934.31	16,695,934.31	100.00%	1	1	0.134

Total Earnings	August 31	Month Ending	Fiscal Year To Date
Current Year		12,113.82	145,594.05

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 08/01/2020-08/31/2020
Data Updated: SET_LAMP: 09/17/2020 11:45
Run Date: 09/17/2020 - 11:46

Portfolio LAMP
AP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1



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

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Cash						
Bancorp South	3	2,765,796.27	2,765,796.27	16.57	0.250	1
Money Market	5	3,879,347.06	3,879,347.06	23.24	0.144	1
Texpool/Texpool Prime	1	1,777,865.60	1,777,865.60	10.65	0.177	1
Subtotal	9	8,423,008.93	8,423,008.93	50.48	0.188	1
Fund: Cert. of Obligation 2016						
Texpool/Texpool Prime	1	582,717.96	582,717.96	3.49	0.340	1
Subtotal	1	582,717.96	582,717.96	3.49	0.340	1
Fund: Electric						
Bancorp South	1	373,933.14	373,933.14	2.24	0.250	1
Frost Bank	1	5,203,785.81	5,203,785.81	31.17	0.000	1
TexStar	1	1,627,287.74	1,627,287.74	9.75	0.164	1
Subtotal	3	7,205,006.69	7,205,006.69	43.16	0.050	1
Fund: LEDC						
Bancorp South	2	202,905.47	202,905.47	1.22	0.250	1
Subtotal	2	202,905.47	202,905.47	1.22	0.250	1
Fund: Seizures						
Bancorp South	2	17,764.84	17,764.84	0.11	0.216	1
Subtotal	2	17,764.84	17,764.84	0.11	0.216	1
Fund: Trust						
Bancorp South	2	72,974.87	72,974.87	0.44	0.250	1
Subtotal	2	72,974.87	72,974.87	0.44	0.250	1
Fund: Water						
Bancorp South	1	191,555.55	191,555.55	1.15	0.250	1
Subtotal	1	191,555.55	191,555.55	1.15	0.250	1
Total and Average	20	16,695,934.31	16,695,934.31	100.00	0.134	1



City of Lampasas, Texas
 Fund CASH - Cash
 Investments by Fund
 August 31, 2020

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0474	10004	Bancorp South	09/01/2014	2,736,802.72	2,736,802.72	2,736,802.72	0.250	0.246	0.250	1
3213	10006	Bancorp South	09/01/2014	358.25	358.25	358.25	0.250	0.246	0.250	1
4187	10007	Bancorp South	09/01/2014	28,635.30	28,635.30	28,635.30	0.250	0.246	0.250	1
Subtotal and Average				2,765,796.27	2,765,796.27	2,765,796.27	0.247	0.250		1
Texpool/Texpool Prime										
14103	10000	Texpool	09/01/2014	1,777,865.60	1,777,865.60	1,777,865.60	0.177	0.174	0.176	1
Subtotal and Average				1,777,865.60	1,777,865.60	1,777,865.60	0.174	0.177		1
Money Market										
5001632	10023	Austin Capital Bank MM	01/29/2015	248,296.85	248,296.85	248,296.85	0.050	0.049	0.050	1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	3,144,913.47	3,144,913.47	3,144,913.47	0.150	0.147	0.150	1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	486,134.74	486,134.74	486,134.74	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
Subtotal and Average				3,879,347.06	3,879,347.06	3,879,347.06	0.142	0.144		1
Total Investments and Average				8,423,008.93	8,423,008.93	8,423,008.93	0.183	0.186		1

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool/Texpool Prime										
14103A	10041	Texpool Prime	11/08/2016	582,717.96	582,717.96	582,717.96	0.340	0.335	0.340	1
Subtotal and Average				582,717.96	582,717.96	582,717.96	0.338	0.340		1
Total Investments and Average				582,717.96	582,717.96	582,717.96	0.338	0.340		1

Fund ELEC - Electric
Investments by Fund
August 31, 2020

Page 3

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0672	10005	Bancorp South	09/01/2014	373,933.14	373,933.14	373,933.14	0.250	0.246	0.250	1
Subtotal and Average				373,933.14	373,933.14	373,933.14		0.247	0.250	1
TexStar										
17390	10001	TexStar	09/01/2014	1,627,287.74	1,627,287.74	1,627,287.74	0.165	0.162	0.164	1
Subtotal and Average				1,627,287.74	1,627,287.74	1,627,287.74		0.162	0.165	1
Frost Bank										
1732110	10022	Frost Bank Public Checking	01/20/2015	5,203,785.81	5,203,785.81	5,203,785.81				1
Subtotal and Average				5,203,785.81	5,203,785.81	5,203,785.81		0.000	0.000	1
Total Investments and Average				7,205,006.69	7,205,006.69	7,205,006.69		0.049	0.050	1

Run Date: 09/17/2020 - 11:34

Portfolio LAMP
AP
F (PRF_F) 7.1.1
Report Ver. 7.3.6.1

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 380	YTM 385	Maturity Days To Date Maturity
Bancorp South										
1092	10002	Bancorp South	09/01/2014	200,314.98	200,314.98	200,314.98	0.250	0.246	0.250	1
2363	10003	Bancorp South	09/01/2014	2,590.49	2,590.49	2,590.49	0.250	0.246	0.250	1
Subtotal and Average				202,905.47	202,905.47	202,905.47	0.247	0.250		1
Total Investments and Average				202,905.47	202,905.47	202,905.47	0.247	0.250		1

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0763	10008	Bancorp South	09/01/2014	13,758.86	13,758.86	13,758.86	0.250	0.246	0.250	1
1999	10009	Bancorp South	09/01/2014	4,005.98	4,005.98	4,005.98	0.100	0.098	0.100	1
Subtotal and Average				17,764.84	17,764.84	17,764.84	0.213	0.218		1
Total Investments and Average				17,764.84	17,764.84	17,764.84	0.213	0.218		1

Fund TRUST - Trust
Investments by Fund
August 31, 2020

Page 6

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
6349	10010	Bancorp South	09/01/2014	43,246.18	43,246.18	43,246.18	0.250	0.246	0.250	1
6348	10011	Bancorp South	09/01/2014	29,728.69	29,728.69	29,728.69	0.250	0.246	0.250	1
Subtotal and Average				72,974.87	72,974.87	72,974.87	0.247	0.250		1
Total Investments and Average				72,974.87	72,974.87	72,974.87	0.247	0.250		1

Run Date: 09/17/2020 - 11:34

Portfolio LAMP
AP
Fi (PRF_Fi) 7.1.1
Report Ver. 7.3.6.1

Fund WATER - Water
Investments by Fund
August 31, 2020

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
1639	10012	Bancorp South	09/01/2014	191,555.55	191,555.55	191,555.55	0.250	0.246	0.250	1
Subtotal and Average				191,555.55	191,555.55	191,555.55		0.247	0.250	1
Total Investments and Average				191,555.55	191,555.55	191,555.55		0.247	0.250	1

PATTERSON & ASSOCIATES



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

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

INVESTMENT PERFORMANCE

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
Cash											
08/27/2020	10057	CASH	Interest	882724PY7	3,000,000.00	TX TAX 3.0M 4.00% Mat. 08/27/2020	08/27/2020	0.00	117,377.05	0.00	117,377.05
08/27/2020	10057	CASH	Maturity	882724PY7	3,000,000.00	TX TAX 3.0M 4.00% Mat. 08/27/2020	08/27/2020	0.00	0.00	3,000,000.00	3,000,000.00
Subtotal								0.00	117,377.05	3,000,000.00	3,117,377.05
Electric											
08/27/2020	10056	ELEC	Interest	882724PY7	2,000,000.00	TX TAX 2.0M 4.00% Mat. 08/27/2020	08/27/2020	0.00	78,251.37	0.00	78,251.37
08/27/2020	10056	ELEC	Maturity	882724PY7	2,000,000.00	TX TAX 2.0M 4.00% Mat. 08/27/2020	08/27/2020	0.00	0.00	2,000,000.00	2,000,000.00
Subtotal								0.00	78,251.37	2,000,000.00	2,078,251.37
Total								0.00	195,628.42	5,000,000.00	5,195,628.42

Run Date: 09/17/2020 - 11:54

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

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

City of Lampasas, Texas
Maturity Report
Sorted by Maturity Date
Receipts during August 1, 2020 - August 31, 2020

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

CUSIP	Investment #	Fund	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date	Rate at Maturity	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
882724PY7	10056	ELEC	NCB	TXTAX	2,000,000.00	08/27/2020	03/23/2020	4.000	2,000,000.00	78,251.37	2,078,251.37	78,251.37
882724PY7	10057	CASH	NCB	TXTAX	3,000,000.00	08/27/2020	03/23/2020	4.000	3,000,000.00	117,377.05	3,117,377.05	117,377.05
Total Maturities					5,000,000.00				5,000,000.00	195,628.42	5,195,628.42	195,628.42

Run Date: 09/17/2020 - 11:53

Portfolio LAMP
AP
MA (PRF_MA) 7.1.1
Report Ver. 7.3.6.1



**City of Lampasas, Texas
Interest Earnings
Sorted by Fund - Fund
August 1, 2020 - August 31, 2020
Yield on Average Book Value**

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Adjusted Interest Earnings			
									Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Cash												
14103	10000	CASH	RR2	1,777,865.60	1,777,598.65	1,777,607.26		0.177	0.177	266.95	0.00	266.95
5001632	10023	CASH	RR5	248,286.85	248,286.31	248,286.65		0.050	0.050	10.54	0.00	10.54
XXXX561	10029	CASH	RR5	486,134.74	486,072.82	486,074.82		0.150	0.150	61.92	0.00	61.92
XXXX579	10026	CASH	RR5	3,144,913.47	3,144,512.88	3,144,525.80		0.150	0.150	400.59	0.00	400.59
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	2,736,802.72	2,386,399.65	2,397,702.97		0.250	0.282	573.76	0.00	573.76
3213	10006	CASH	RRP	358.25	358.17	358.17		0.250	0.263	0.08	0.00	0.08
4187	10007	CASH	RRP	28,835.30	30,459.18	33,915.53		0.250	0.229	6.59	0.00	6.59
882724PY7	10057	CASH	NCB	0.00	3,002,394.65	2,517,094.62	08/27/2020	4.000	2.867	8,524.59	-2,394.65	6,129.94
			Subtotal	8,423,008.93	11,078,084.31	10,805,587.82			0.827	9,845.02	-2,394.65	7,450.37
Fund: Cert. of Obligation 2018												
14103A	10041	CERTS16	RR2	582,717.96	584,279.45	582,889.72		0.340	0.340	168.51	0.00	168.51
			Subtotal	582,717.96	584,279.45	582,889.72			0.340	168.51	0.00	168.51
Fund: Electric												
17390	10001	ELEC	RR3	1,627,287.74	1,627,060.41	1,627,067.74		0.165	0.165	227.33	0.00	227.33
1732110	10022	ELEC	RR4	5,203,785.81	8,189.03	846,179.32				0.00	0.00	0.00
0672	10005	ELEC	RRP	373,933.14	371,604.26	372,534.22		0.250	0.249	78.88	0.00	78.88
882724PY7	10056	ELEC	NCB	0.00	2,001,596.43	1,678,063.08	08/27/2020	4.000	2.867	5,683.06	-1,596.43	4,086.63
			Subtotal	7,205,006.89	4,008,450.13	4,523,844.37			1.143	5,989.27	-1,596.43	4,392.84
Fund: LEDC												
1092	10002	LEDC	RRP	200,314.98	200,611.50	200,477.59		0.250	0.249	42.45	0.00	42.45
2363	10003	LEDC	RRP	2,590.49	2,589.94	2,589.96		0.250	0.250	0.55	0.00	0.55
			Subtotal	202,905.47	203,201.44	203,067.55			0.248	43.00	0.00	43.00
Fund: Seizures												
1999	10009	SEIZ	RRP	4,005.98	4,005.64	4,005.72		0.100	0.100	0.34	0.00	0.34
0763	10008	SEIZ	RRP	13,758.86	13,755.95	13,756.04		0.250	0.249	2.91	0.00	2.91

City of Lampasas, Texas
Interest Earnings
August 1, 2020 - August 31, 2020

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Adjusted Interest Earnings			
									Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Subtotal				17,784.84	17,781.59	17,761.76		0.215	3.25	0.00	3.25	
Fund: Trust												
6348	10011	TRUST	RRP	29,728.69	29,722.40	29,722.60		0.250	0.249	6.29	0.00	6.29
6349	10010	TRUST	RRP	43,246.18	43,237.02	43,237.32		0.250	0.249	9.16	0.00	9.16
Subtotal				72,974.87	72,959.42	72,959.92		0.249	15.45	0.00	15.45	
Fund: Water												
1639	10012	WATER	RRP	191,555.55	190,315.15	190,776.13		0.250	0.249	40.40	0.00	40.40
Subtotal				191,555.55	190,315.15	190,776.13		0.249	40.40	0.00	40.40	
Total				18,895,934.31	18,153,051.49	18,188,867.28		0.881	18,104.90	-3,991.08	12,113.82	

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

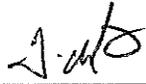
**City of Lampasas, Texas
Amortization Schedule
August 1, 2020 - August 31, 2020
Sorted By Fund - Fund**

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

Investment #	Maturity Date	Beginning Par Value				Amounts Amortized				
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	As of 08/31/2020	Amount Amortized This Period	Amf Amortized Through 08/31/2020	Amount Unamortized Through 08/31/2020
Cash										
10057	CASH	08/27/2020	3,000,000.00	3,014,460.00	14,460.00	0.00	-12,085.35	-2,394.65	-14,460.00	0.00
	State of Texas Tax		4.000				2,394.65			
			Subtotal	3,014,460.00	14,460.00	0.00	-12,085.35	-2,394.65	-14,460.00	0.00
							2,394.65			
Electric										
10056	ELEC	08/27/2020	2,000,000.00	2,009,640.00	9,640.00	0.00	-8,043.57	-1,596.43	-9,640.00	0.00
	State of Texas Tax		4.000				1,596.43			
			Subtotal	2,009,640.00	9,640.00	0.00	-8,043.57	-1,596.43	-9,640.00	0.00
							1,596.43			
			Total	5,024,100.00	24,100.00	0.00	-20,108.92	-3,991.08	-24,100.00	0.00
							3,991.08			

Run Date: 09/17/2020 - 11:51

Portfolio LAMP
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AS (PRF_ASW) 7.2.1
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 for a Manufactured Home Overlay "MHO" to an existing Single Family-6 "SF-6" Zoning District. The property is described as Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County.

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

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

Date Submitted: September 11, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

Attachments:

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance for a Manufactured Home Overlay "MHO" to an existing Single Family-6 "SF-6" Zoning District. The property is described as Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County.

ORDINANCE NO. 1633

AN ORDINANCE GRANTING A REQUEST TO REZONE PROPERTY, AND ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS OFFICIAL ZONING MAP, AS AMENDED, TO CHANGE THE ZONING CLASSIFICATION OF PROPERTY DESCRIBED AS LOTS 9-11, BLOCK 24, 0.2380 ACRES OF THE G.C. & SF ADDITION; COMMONLY KNOWN AS 1306 E AVENUE H, LAMPASAS, TEXAS, LAMPASAS COUNTY FROM ITS CURRENT ZONING DESIGNATION OF SINGLE FAMILY RESIDENTIAL-6 "SF-6" TO RESIDENTIAL-6 "SF-6" WITH A MANUFACTURED HOME OVERLAY "MHO" ZONING DISTRICT OF LAMPASAS, TEXAS, LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF LAMPASAS, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Efren and Rachael Cisneros, Owner/Applicant, submitted a request to rezone property legally described as Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County located within the Corporate Limits of the City of Lampasas, from its current zoning designation of Single Family Residential-6 "SF-6" to Single Family Residential-6 "SF-6" with a Manufactured Home Overlay "MHO" Lampasas, Texas, Lampasas County

WHEREAS, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the Applicant's 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 September 3, 2020, by the Lampasas Planning & Zoning Commission, regarding this rezoning request by the Applicant and input from the Applicant, the City's staff and the public participant(s) was received by the Commissioners at that time; and

WHEREAS, upon due consideration of the information related and public input received, the Lampasas Planning & Zoning Commission recommended approval of the Applicant's request to rezone the Property from Single Family Residential-6 "SF-6" to Single Family Residential -6 "SF-6" Zoning District with a Manufactured Home Overlay "MHO"; 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 September 14, 2020, by the City Council, regarding the Applicant's rezoning request as well as the Planning & Zoning Commission's recommended approval of same; and

WHEREAS, after consideration and careful evaluation of all information presented and input provided by the participants, 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 Lots 9-11, Block 24, 0.2380 acres of the G.C. & SF Addition; commonly known as 1306 E Avenue H, Lampasas, Texas, Lampasas County located within the Corporate Limits of the City of Lampasas, shall be rezoned from its current zoning designation of Single Family Residential-6 "SF-6" to Single Family Residential-6 "SF-6" Zoning District with a Manufactured Home Overlay "MHO".

Part 2: The City's City Manager and staff are hereby authorized and shall take actions necessary to reflect this amendment to the zoning designation of this Property in City documentation, including amendment to the City's Official Zoning Map.

Part 3: If any section or part 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 this Ordinance or Code of Ordinances, City of Lampasas, Texas.

Part 4: This Ordinance supersedes and repeals all Ordinances or parts of Ordinances, if any, in conflict herewith; however, such present Ordinances shall remain in full force and effect until the effective date of this Ordinance.

Part 5: 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 14th day of September, 2020.

Passed and Adopted on the Second Reading on the 28th day of September, 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]

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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 approve, deny, or approval with modification(s) for a Specific Use Permit "SUP" in an area zoned Commercial "C" to allow for Two-Family Residential (duplexes) "SF-2".

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

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

Date Submitted: September 11, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

Attachments:

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance to approve, deny, or approval with modification(s) for a Specific Use Permit "SUP" in an area zoned Commercial "C" to allow for Two-Family Residential (duplexes) "SF-2".

ORDINANCE NO. 11632

AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW FOR TWO-FAMILY RESIDENTIAL (DUPLEXES) "SF-2" IN AN AREA ZONED COMMERCIAL "C"; BLOCK 3, PART OF LOT 3, LOTS 4-7, EAST LAMPASAS ADDITION; PORTION OF MILL STREET BETWEEN COLLEGE STREET AND BRIGGS STREET 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, Kenneth Ankarberg, property owner, filed a request for a Specific Use Permit to allow for Two-Family Residential (Duplexes) "SF-2" in an area zoned Commercial "C". The property is described as Block 3, Part of Lot 3, Lots 4-7, East Lampasas Addition; portion of Mill Street between College and Briggs Street.

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 September 3, 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 September 14, 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 Two-Family Residential (Duplexes) "SF-2" 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 Kenneth Ankarberg, property owner, to allow for Two-Family Residential (Duplexes) "SF-2" in an area zoned Commercial "C" shall be approved. The property is described as Block 3, Part of Lot 3, Lots 4-7, East Lampasas Addition; portion of Mill Street between College and Briggs Street.

Part 2: The City's City Manager and staff are hereby authorized and shall take actions necessary to reflect this amendment to the zoning designation of this Property in City documentation, including amendment to the City's Official Zoning Map.

Part 3: If any section or part 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 this Ordinance or Code of Ordinances, City of Lampasas, Texas.

Part 4: 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 14th day of September, 2020.

Passed and Adopted on the Second Reading on the 28th day of September, 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]

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City ManagerITEM 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 for approval, denial, or approval with modification(s) for a Specific Use Permit "SUP" in an area zoned Commercial "C" to allow for Micro-Blading (Cosmetic Tattooing) Services. The property is described as Block 2, Lot 8, East Lampasas Addition; commonly known as 1002 E 4th 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: September 11, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

--

Attachments:

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve the second reading of an Ordinance for approval, denial, or approval with modification(s) for a Specific Use Permit "SUP" in an area zoned Commercial "C" to allow for Micro-Blading (Cosmetic Tattooing) Services. The property is described as Block 2, Lot 8, East Lampasas Addition; commonly known as 1002 E 4th Street, Lampasas, Texas, Lampasas County.

ORDINANCE NO. 163

AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW MICRO-BLADING (COSMETIC TATTOOING) IN AN AREA ZONED COMMERCIAL "C"; BLOCK 2, LOT 8 EAST LAMPASAS ADDITION; COMMONLY KNOWN AS 1002 E 4TH STREET, THE FIXX 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, Jack Harrell, property owner, Kelsey Estep, applicant, filed a request for a Specific Use Permit to allow for Micro-Blading (*Cosmetic Tattooing*) in an area zoned Commercial "C" Lampasas County, Lampasas, Texas. The property is described as Block 2, Lot 8 East Lampasas Addition; commonly known as 1002 E 4th Street, 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 September 3, 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 September 14, 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 Micro-Blading (*Cosmetic 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 Jack Harrell, property owner, Kelsey Estep, applicant, for Micro-Blading (*Cosmetic Tattooing*) in an area zoned Commercial "C" Lampasas, Texas Lampasas County shall be approved. The property is described as Block 2, Lot 8 East Lampasas Addition; commonly known as The Fixx Salon located at 1002 E 4th Street, Lampasas, Texas.

Part 2: The City's City Manager and staff are hereby authorized and shall take actions necessary to reflect this amendment to the zoning designation of this Property in City documentation, including amendment to the City's Official Zoning Map.

Part 3: If any section or part 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 this Ordinance or Code of Ordinances, City of Lampasas, Texas.

Part 4: 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 14th day of September, 2020.

Passed and Adopted on the Second Reading on the 28th day of September, 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]

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Lampasas Fire Department

Lampasas, TX

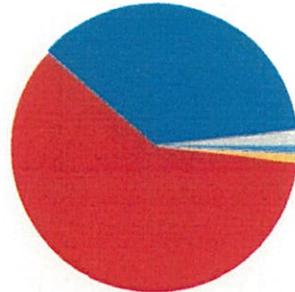
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Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 08/01/2020 | End Date: 08/31/2020

% of Incidents per Zone



- Central Area - Central Area
- North End - North End
- City Limits - City Limits
- County - County
- West End - West End

INCIDENT TYPE	# INCIDENTS	% of TOTAL
Central Area - Central Area		
551 - Assist police or other governmental agency	1	0.88%
Zone: Central Area - Central Area Total Incident:		0.88%
City Limits - City Limits		
113 - Cooking fire, confined to container	1	0.88%
311 - Medical assist, assist EMS crew	49	42.98%
321 - EMS call, excluding vehicle accident with injury	1	0.88%
324 - Motor vehicle accident with no injuries.	1	0.88%
412 - Gas leak (natural gas or LPG)	2	1.75%
463 - Vehicle accident, general cleanup	2	1.75%
551 - Assist police or other governmental agency	2	1.75%
553 - Public service	1	0.88%
611 - Dispatched & cancelled en route	2	1.75%
622 - No incident found on arrival at dispatch address	1	0.88%
651 - Smoke scare, odor of smoke	1	0.88%
700 - False alarm or false call, other	3	2.63%
744 - Detector activation, no fire - unintentional	1	0.88%
745 - Alarm system activation, no fire - unintentional	1	0.88%
Zone: City Limits - City Limits Total Incident:		59.65%
County - County		
100 - Fire, other	1	0.88%
131 - Passenger vehicle fire	1	0.88%
142 - Brush or brush-and-grass mixture fire	8	7.02%
143 - Grass fire	5	4.39%
311 - Medical assist, assist EMS crew	11	9.65%
322 - Motor vehicle accident with injuries	2	1.75%
324 - Motor vehicle accident with no injuries.	3	2.63%
460 - Accident, potential accident, other	2	1.75%
551 - Assist police or other governmental agency		

Report shows count of incidents for Status selected.



	1	0.88%
561 - Unauthorized burning	1	0.88%
611 - Dispatched & cancelled en route	7	6.14%
Zone: County - County Total Incident:	42	36.84%
North End - North End		
311 - Medical assist, assist EMS crew	1	0.88%
Zone: North End - North End Total Incident:	1	0.88%
West End - West End		
311 - Medical assist, assist EMS crew	1	0.88%
700 - False alarm or false call, other	1	0.88%
Zone: West End - West End Total Incident:	2	1.75%
TOTAL INCIDENTS FOR ALL ZONES:	114	100%

Report shows count of incidents for Status selected.



Lampasas Fire Department

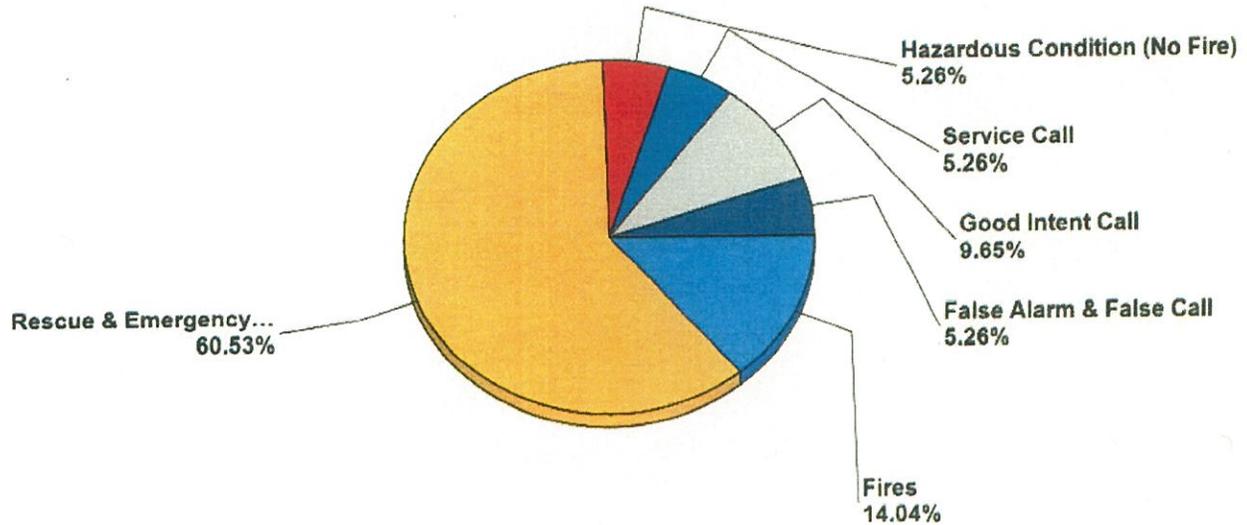
Lampasas, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2020 | End Date: 08/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	16	14.04%
Rescue & Emergency Medical Service	69	60.53%
Hazardous Condition (No Fire)	6	5.26%
Service Call	6	5.26%
Good Intent Call	11	9.65%
False Alarm & False Call	6	5.26%
TOTAL	114	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.88%
113 - Cooking fire, confined to container	1	0.88%
131 - Passenger vehicle fire	1	0.88%
142 - Brush or brush-and-grass mixture fire	8	7.02%
143 - Grass fire	5	4.39%
311 - Medical assist, assist EMS crew	62	54.39%
321 - EMS call, excluding vehicle accident with injury	1	0.88%
322 - Motor vehicle accident with injuries	2	1.75%
324 - Motor vehicle accident with no injuries.	4	3.51%
412 - Gas leak (natural gas or LPG)	2	1.75%
460 - Accident, potential accident, other	2	1.75%
463 - Vehicle accident, general cleanup	2	1.75%
551 - Assist police or other governmental agency	4	3.51%
553 - Public service	1	0.88%
561 - Unauthorized burning	1	0.88%
611 - Dispatched & cancelled en route	9	7.89%
622 - No incident found on arrival at dispatch address	1	0.88%
651 - Smoke scare, odor of smoke	1	0.88%
700 - False alarm or false call, other	4	3.51%
744 - Detector activation, no fire - unintentional	1	0.88%
745 - Alarm system activation, no fire - unintentional	1	0.88%
TOTAL INCIDENTS:	114	100%

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



Memo

To: Finley deGraffenried, City Manager
 From: Monica Wright, Director of Information Systems
 Date: Thursday, September 10, 2020
 Re: August 2020 Monthly Report



Information
Systems

IT Service Tickets:

August 2019	August 2020	
N/A	394	N/A

Social Media Stats:

	August 2019	August 2020	
Facebook Followers	5,728	6,145	+417 FB page followers
Twitter Followers	455	593	+138 Twitter followers

Website Payments:

	August 2019	August 2020	
City Utility	307 \$123,265.12	482 \$177,788.28	+175 online payments +\$54,523.16
Municipal Court	46 \$9,435.05	34 \$9,366.18	-12 online payments -\$68.87

Website Stats:

	August 2019	August 2020	
Page Visits	13,301	14,504	+1,203 visits
Page Views	26,013	26,410	+397 page views
Downloads	1,969	2,415	+446 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
IT Supported Software	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 (**completed**)
- 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*)

August Projects:

- Configured/installed security cameras at City Hall
- Configured/installed replacement Utility receipt printer
- Configured/installed backup software on (5) physical servers
- Configured/reinstalled Watchguard ELC software on PD pcs
- Configured/installed advanced threat detection on all PCs
- Configured/rebuilt AV Server
- Configured/replaced PC at Hanna Springs
- Attended Council budget workshop
- Reinstalled antivirus on client pcs
- Replaced Verizon air cards with upgrades
- Configured/replaced utility receipt printer
- Obtained quote for replacement PCs/placed order
- Made changes to DNS records for cityoflampasas.com
- Assisted phone vendor with firewall changes for PD phone system/IP addresses
- Obtained quote for replacement Animal Shelter printer
- Attended phone conference with PD staff & Cardinal to discuss Cardinal CAD
- Configured/re-built WG WSM SRV

September Projects:

- Renew CJIS certifications
- Research/obtain quote for replacement antivirus software
- Configure/install VZ aircard at Airport
- Replace modem at Cemetery/AT&T ticket for line
- Fix NAS replication errors
- Contact Incode regarding locked files/errors/create case
- Train staff on AV Streaming/system
- Prepare for implementation of Cardinal CAD software
- Obtain quote for AT&T increased fiber circuit installation
- Obtain quote for replacement PD TLETS printer/fax/order/install

- Configure/install replacement Animal Shelter printer
- Obtain quote for (2) replacement IT Dept. switches/order/configure/install
- Configure/install wireless adapter on Golf point of sale PC
- Configure/install replacement PCs
- Configure/install Solar Winds monitoring PC
- Quote for IT Building doorbell
- Run cable/relocate firewalls to IT Building
- Updates to City Network map
- Configure/replace WWW desktop pc
- Setup live stream council meetings
- Create cyber security phishing campaigns/deploy to employees
- Configure/install wireless access point at Animal Shelter
- 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
- Order photo contest prizes/city logo

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)*
- IT Building Server Room Wall with locking door *(FY 20-21)*
- Replace (7) IT Building windows *(FY 20-21)*
- Assist PD w/ Cardinal CAD/ticket writer system migration *(FY 20-21)*
- Configure/install replacement City Hall POE switch *(FY 20-21)*
- Configure/install wireless access point (WAP) at Animal Shelter *(FY 20-21)*
- Configure/install replacement City firewall/backup firewall *(FY 20-21)*
- Configure/install replacement firewall at Library *(FY 19-20)*
- 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)*

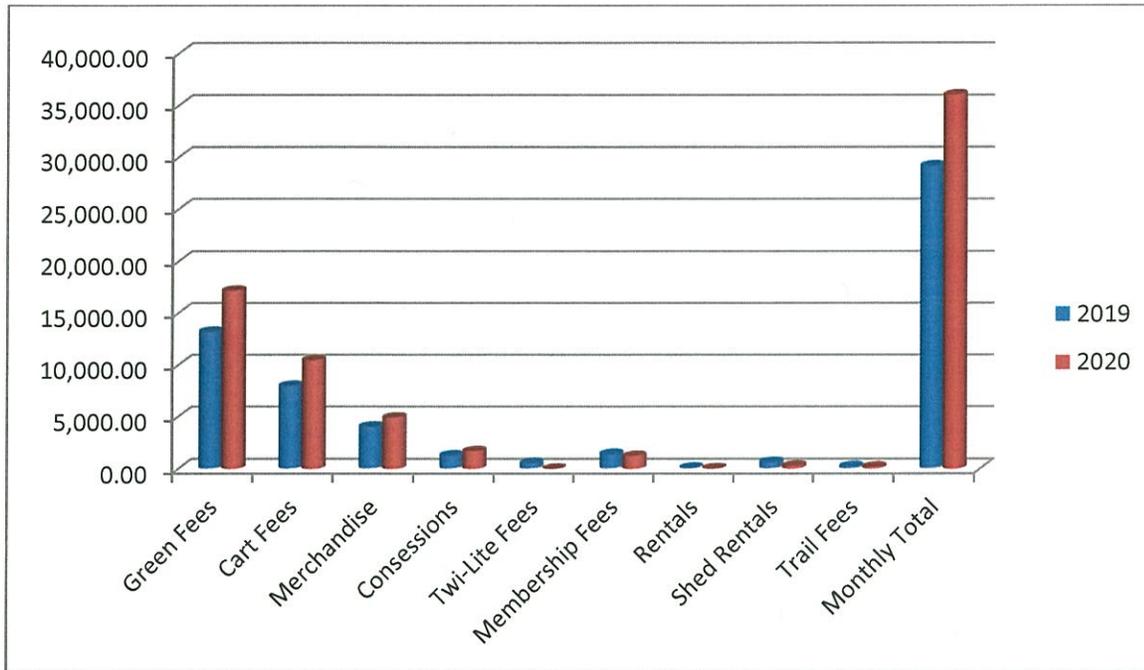
- Relocate AT&T Fiber cables to IT Building *(FY 21-22)*
- Relocate AT&T Fiber circuit to IT Building *(FY 21-22)*
- Microsoft Office Exchange Email Archive *(FY 21-22)*
- Point to Point wireless Internet solution for locations not on fiber *(FY 21-22)*
- Re-cable all City buildings in preparation for VOIP infrastructure *(uncertain)*
- City-wide building VOIP phone software solution *(uncertain)*
- Research/implement timesheet/time off request software *(uncertain)*

LAMPASAS PUBLIC LIBRARY

AUGUST 2020

Circulation	We circulated 3,661 items in August, which is down .4% from July (3,675). We are still open for “grab & go” service (as of June 1).
Door Count	There were 1,800 visitors during August, which is down 4.5% from July (1,885).
Internet Usage	There were 76 Internet sessions in August, compared to 81 in July (down 6.2%).
Wifi Usage	We had 106 distinct clients use the public wifi in August, which is up 1% from July. There was an average of 8 users per day, which is the same as last month.
Text Interactions	We communicated, via text messages, with 80 unique phone numbers in August, which is down 4.8% from July (84). We sent/received a total of 416 messages, which is down 23.2% from last month (542).
Library Park	There’s nothing really new to report about the park right now except that the Library Foundation is now offering you the limited time opportunity to have your name (or that of an honoree) inscribed on the library sign in the park. They are asking for minimum donations of \$200/person or \$300/couple or family by September 30, 2020. (Contact the library or any Foundation member for more information.) We have had so many compliments. We have also seen families have lunch at the picnic tables and then let the kids play in the treehouse. It’s exciting to see people coming to the library and then enjoying the park, making the library and park a destination.
Virtual Programs	We are offering virtual story times in lieu of in-person programs. We are trying to get a Facebook group set up so that we can also do special virtual story times just for HeadStart. That is still in the works. In October, we are also going to begin offering virtual “How Pinteresting!” classes on Facebook Live. The October class will be on October 13 and will be a pumpkin painting on canvas. Students can pick up supplies for each month’s class at the library; we just ask for a donation to cover the cost of those materials.
BBQ for Books	The Foundation has decided to postpone the annual BBQ for Books fundraiser from October to sometime in the spring. So stay tuned!

Hancock Park G.C. August Revenue Comparison 2019 and 2020



Memo

To: Finley deGraffenied, City Manager
From: Van Berry, Golf Course Manager
cc: City Council Members
Date: September 10, 2020
Re: Monthly Report, August 2020

- Aerated the greens, we did not top-dress with sand.
- Normal weekly mowing of the fairways, tee boxes and rough.
- Normal daily mowing of the greens.
- Hand watered hot spots on the greens weekly.
- 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.
- Sprayed Firm-Up (soil conditioner) on the greens.
- Applied 500 lbs. of fertilizer on the tee boxes.
- Power washed all the rental carts and checked the water in the batteries.

AUGUST TOURNAMENTS:

- August 1 – Jeff Urofsky Memorial 3-Person, 96 golfers.

Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Thursday, September 24, 2020

Re: Monthly Report August 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	96
Convictions	37
Compliance Dismissals	37
Hrs. Community Service Completed	0
Total Dollar Amount CS	\$0.00
Waived for Indigency	\$0.00
Total Collected	\$21,499.55
Total kept by City	\$14,904.83

CITY SECRETARY DEPARTMENT/ AUGUST 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 August 3 Special Council meeting; and the August 10 & August 24 regular Council meetings
- Processed (6) Open Records Requests; does not include those that Becky or Vicki may have responded to
- Keeping up with important dates and information related to the upcoming November 3, 2020 General Election
- Worked with Colonial on the City's open enrollment that was done virtually on Aug. 24 & 25
- HR Department responsibilities including workers comp/insurance/liability claims, as well as City Secretary responsibilities

Becky Sims, Zoning Administrator/Asst. City Secretary

- Worked with and supports the City Manager, City Secretary, Building Official and Directors on various projects as needed. Also assists in clerical responsibilities for the Mayor.
- Posted 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; assists/schedules meetings regarding the proposed Comprehensive Plan and attends the meetings
- Supported 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 August 3 Special Council meeting & the August 10 regular Council meeting; Attended a Land Use seminar via virtual class on August 21

Chasity Shifflett, Adm. Secretary/Permit Tech

- Assisted the City Manager, City Secretary, Zoning Administrator, and Building Official with daily operations
- Assisted all incoming customers
- Posted Board and Committee meetings' agendas
- Responsible for preparing and posting LEDC and CIP agendas and minutes on City website(s), posting City Council minutes on website upon Council approval; Attended and took minutes of the August 19 LEDC meeting
- Assisted with issuing Building Department permits; filing for Building Department; works closely with the Zoning Administrator on these responsibilities
- Maintain inspection and registration process for all City vehicles
- Being cross-trained in helping maintain the City's Records Retention schedule

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 & 16 Part-time positions; there are presently 4 F/T & 3 P/T vacancies: Posted vacancies: Park Maintenance Technician, WWW Utility/Distr. Technician, P/T Utility Clerk and Light Equipment Operator. The 2 P/T vacancies are P/T Firefighter positions but are currently not posted, & the F/T Police Officer has not been posted.

To: Finley deGraffenried, City Manager
From: Sammy Bailey, Chief of Police
Date: September 8, 2020
Ref: City Council August 2020 Monthly Report

School started on August 10th, we had no issues. Our School Resource Officers and Officers are well versed on restrictions and requirements for school and school events due to pandemic.

Chief Bailey attended several virtual meetings regarding the pandemic, civil unrest, and law enforcement.

LPD had 40 felony cases reported and cleared 32 felony cases. We had 98 Misdemeanor cases reported and cleared 54 cases. We are 139 total cases less reported than in 2019 and 38 total cases cleared less than 2019.

LPD had 361 total department contacts; (52 adult arrest, 1 juvenile referral, 3 warrants served, 79 traffic citations issued, and 226 warnings issued). Overall, we are seeing a decrease in total department contacts due to several factors; pandemic being the most significant reason, jail over-crowding issues due to the Sheriff's department not being able to move inmates due to pandemic and until August when school resumed there were less people out and about.

Patrol investigated 162 accidents; 152 minor and 10 major. This is 27 less than last year.

Code Enforcement is following up on public nuisances; primarily dilapidated buildings and followed up on 34 new complaints. 14 weeds and trash, 1 junk vehicle, 3 substandard housing, and 16 miscellaneous (sign violations, parking violations, etc.).

We answered 995 calls for service, received 5194 phone calls, and provided 50 escorts and 66 motorist assist. We dealt with 8 subjects having behavioral crises issues and issued 3 emergency orders of detention. There were 235 calls for 911 answered with 2 text to 911. Records answered 34 open records request.

Animal Control answered 169 calls and impounded 66 animals. Lampasas Animal Shelter cared for 36 dogs (26 city and 10 county); 92 cats (47 city and 45 county); and 5 other animals, all city.

We have received one application for a tractor trailer permit and are processing it at this time.

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

Monthly Report
Aug-20

VEHICLE MILEAGE:	August-20	YTD	08/2019 YTD
UNIT # 1 2016 FORD SUV	700	6181	6235
UNIT # 2 2014 CHEVROLET	496	4395	5445
UNIT # 3 2017 FORD	482	2047	2495
UNIT # 4 2012 CHEVROLET	564	5044	5396
UNIT # 5 2017 FORD SUV	1023	6396	4506
UNIT # 6 2014 FORD F150	892	8256	7444
UNIT # 7 2014 CHEVROLET	826	5570	7262
UNIT # 8 2016 FORD SUV	555	5310	4826
UNIT # 9 2009 FORD	869	1448	2866
UNIT #10 2017 FORD F150	480	2855	3030
UNIT #11 2010 FORD	755	3441	2776
UNIT #12 2010 FORD	384	4363	5757
UNIT #13 2014 CHEVROLET	618	5663	5102
UNIT #14 2016 FORD	708	5627	6575
UNIT #15 2017 FORD	924	6106	7650
UNIT #16 2016 FORD	618	3931	5675
UNIT #17 2011 FORD	140	3098	3603
UNIT #18 2013 CHEVROLET	327	3050	3295
UNIT #19 2001 DODGE <small>(Retired to Parks Dept 09/2019)</small>		0	146
UNIT #19 2019 CHEVROLET TRUCK	62	383	
UNIT #20 2017 FORD SUV	576	4085	4931
UNIT #21 2017 FORD TRUCK	346	3812	3845
UNIT #22 2017 FORD	735	3670	3655
UNIT #23 2017 FORD	719	4863	6012
UNIT #24 2010 FORD	0	0	455
TOTAL PATROL MILEAGE	13799	99594	108982
FELONIES REPORTED	40	223	234
FELONIES CLEARED	32	200	229
MISDEMEANORS REPORTED	98	815	943
MISDEMEANORS CLEARED	54	734	772
TOTAL CASES REPORTED	138	1038	1177
TOTAL CASES CLEARED	86	934	1001
TOTAL INCIDENTS	25	238	459
ADULT ARRESTS	52	416	483
JUVENILE ARRESTS	1	32	51
WARRANTS/CAPIAS SERVED	3	99	294
WARRANTS PAID AT LMC	0	12	50
TRAFFIC CITATIONS ISSUED	79	860	1528
WARNINGS ISSUED	226	2533	4419
TOTAL ARRESTS	135	1419	2406
TOTAL DEPARTMENT CONTACTS	361	3952	6825
REFERENCE ONLY:			
D.W.I.	1	27	42
D.U.I./MINOR	0	2	2
MARIJUANA / DRUG POSSESSION	4	75	139
JUVENILE TOBACCO POSSESSION	0	11	16
FIELD CONTACTS	4	31	115
PUBLIC RELATION CONTACTS	39	197	203

	August-20	YTD	08/2019 YTD
ACCIDENTS:			
MINOR ACCIDENTS	16	152	170
MAJOR ACCIDENTS	1	10	19
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	17	162	189
CODE ENFORCEMENT:			
HIGH WEEDS & TRASH	14	153	199
JUNK / UNREGISTERED VEHICLES	1	26	36
SUBSTANDARD HOUSING	3	3	3
BUILDING COMPLAINTS	0	0	2
MISCELLANEOUS	16	143	189
TOTAL CODE COMPLAINTS	34	325	429
DAILY ACTIVITIES:			
CALLS FOR SERVICE	995	7236	8397
TELEPHONE CALLS RECEIVED	5194	39209	43033
ESCORTS	50	378	592
MOTORIST ASSISTS	66	372	435
EMERGENCY ORDER OF DETENTION	3	14	10
BEHAVIORAL CRISIS	8	46	36
911 CALLS	235	1842	1793
TEXT TO 911	2	3	0
OPEN RECORD REQUESTS	34	247	289
ANIMAL CONTROL:			
ANIMAL CFS & FOLLOW UPS	169	1291	1378
ANIMAL IMPOUNDS	66	350	465
CPAAA VOLUNTEER HOURS:	1.50	141.25	570.25

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)

	Aug-20	YTD	08/2019 YTD
WARRANT TOTALS:			
LMC WARRANTS ISSUED	0	144	558
LMC WARRANTS RECALLED	48	424	487
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	0	81	285
LMC WARRANTS PAID AT LMC / PD	0	1	5

	Aug-20	YTD	08/2019 YTD
WARRANT \$ AMOUNTS:			
LMC WARRANTS ISSUED	\$0.00	\$86,783.36	\$356,189.65
LMC WARRANTS RECALLED	\$35,654.11	\$231,996.65	\$265,021.48
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$0.00	\$51,097.80	\$179,295.57
MONEY COLLECTED AT PD	\$0.00	\$511.84	\$2,833.37

Report Prepared by Kelli Sanguinet 09/08/2020

	Total for Month		Total August 2019	Year to Date 2020
Public Relation Hours				
Kasey Schwartzer	0		0	13.5
Carlyn Hise	0		0	0
Rachel White	0		n/a	0
Citations				
Kasey Schwartzer	0		0	3
Calyn Hise	0		0	0
Rachel White	0		n/a	0
Assist other Agency				
Kasey Schwartzer	11		0	17
Carlyn Hise	0		0	2
Rachel White	0		n/a	0
Volunteer Hours				
	unknown at this time		no record	

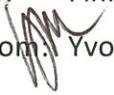


Finance/Utility Billing & Collection

MEMO

Date: September 23, 2020

To: Finley deGraffenried, City Manager

From:  Yvonne Moreno, Finance Director

RE: Monthly Report for August 2020

Finance Department:

- * Completed/reviewed all journal entries.
- * Worked on budget finalizing figures to put in the system.
- * Worked with auditor regarding preliminary audit for FY 19-20 all done electronically.
- * Continued to work 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 August was \$168.51
- * Sales Tax for August was \$203,678 (largest receipt the City has ever had), which is an increase of 24.19% from August of 2019.
- * Reconciled 18 bank accounts
 - Processed 301 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for August 2020 was .91% higher than what was billed in August 2019. The Water billing for August 2020 was 9.73% higher than what was billed in August 2019.
- August Statistics for the department:

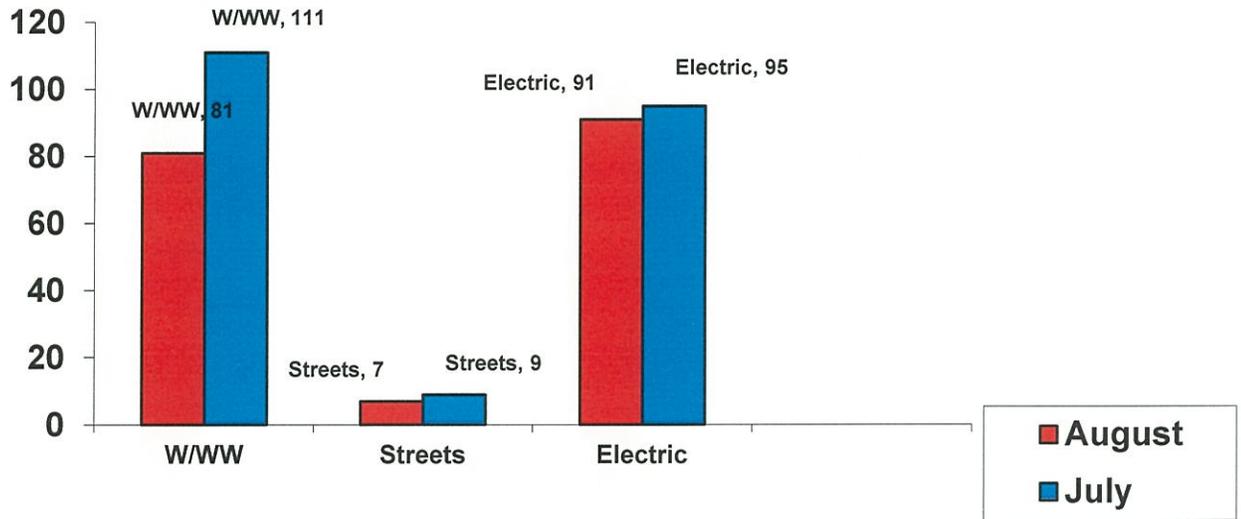
Total Water Customers	3,543
Total Wastewater Customers	2,825
Total Electric Customers	4,971
Residential Garbage Customers	2,714
Connects:	35
Disconnects:	30
Read In/Read Out:	33
Disconnects for Non-Pay:	0



Public Works

SEPTEMBER 2020

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



Work Order Summary:

Received: 179

Completed: 160

Voids: 2

Memo



To: Rickie Roy
From: Flint Geagley
Date: September 3, 2020
Re August Activities

Electric Department

This month's activities involved:

- Received a total of 91 work orders and completed 88.
- Operations and Maintenance
 1. Set transformer and pulled in underground primary for new strip center by Walmart
 2. Received 35 line locates
- Connected:
 1. Upgrades – 4
 2. New services – 3
 3. Temps - 2
- Set 18 poles:
 1. replaced 13 poles on the inspection list
 2. set 5 poles to upgrade line
- Overtime: Received 9 callouts
 1. Storm - 4
 2. Animal contact - 3
 3. On customer side – 1
 4. Low line (cable) - 1

Activities for the Year 2019 - 2020:

- Pole Inspection replacement: total 389 poles, have replaced 313 poles
- Stone Valley: Set poles on Sandstone Cove (70% complete)
- New Strip Center by Walmart: Set transformer and worked primary (waiting on customer for secondary side)
- 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

Monthly Report

To: Rickie Roy, Public Works Director
From: Van Sims, W/WW Operations Manager
Date: September 9, 2020
Re: August 2020 Monthly Report

Water/Wastewater
Department

Summary of Activities

- **Operation of Water Distribution System**
 1. Repaired 3 water leaks.
 2. Set 4 new water meters and 2-meter change outs.
 3. Completed required monthly flushing.
 4. Conducted all required water testing; recorded and logged data.

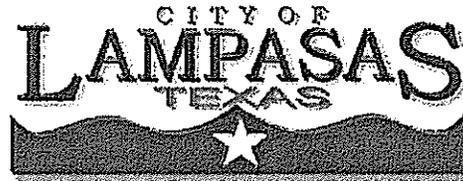
- **Operation of Wastewater Collection System**
 1. Cleared 5 sewer stoppages.
 2. Repaired 6 damaged sewer lines.
 3. Collected 9 routine Bac-T samples- all passed.
 4. Completed all monthly lift station checks.
 5. Cleaned Windsor sewer line.

- **Operation of Wastewater Treatment Facility**
 1. Completed all daily checks of equipment and facilities.
 2. Collected all TCEQ required samples for the municipal plant.
 3. Performed all required analysis, recorded and logged data.
 4. Performed all routine maintenance on scheduled equipment.
 5. Removed 225 yds of cake.

- Total Work Orders Completed -67
- Utility Locates -40
- Customer Service Calls -9

Water Report							
	Purchased Water	Total Sold	City Unmetered Water Use	Sold & Unmetered Water Use	Water Loss	Unaccounted Water	
January	27157380	30649000	1145265	31794265	-4636885	-17.07%	
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	60343000	48997970	1745895	50743865	9599135	15.91%	
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!	
Total	267262780	229158849	10435960	239594809	27667971	10.35%	

Memo



Parks and Recreation Dept.

To: Honorable Mayor and City Council Members
CC: Finley deGraffinried, City Manager
From: Chris Eicher, Director of Parks and Recreation
Date: September 24, 2020
Re: Monthly Report August 2020

PARKS

The month of August was a little different than previous years. Having only one pool in operation this summer left our department with more time for equipment maintenance, lots of buildings and grounds maintenance, and multiple hours of keeping parks areas clean in general. We completed tasks such as, installing pet waste stations, replacing old signs in all park areas, removing dead and decaying trees, and just general parks maintenance on a daily basis. We attended some preliminary meetings for upcoming projects to include a skatepark, a covered pavilion in Campbell Park, community garden, replacement of damaged retaining wall in Brook Park, and met with organizers for softball tournaments to begin in September at 580 Sports Complex.

SPORTS FACILITIES

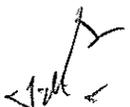
(see reports)

CEMETERY

(see attached)

AIRPORT

- Weekly inspections for fuel station, hangars, runway and taxiway lights
- Weed eat around AWOS station
- Spray herbicides on runway



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

I) Regular Personnel Hours Available: 800.00

<u>LESS:</u>		
A)	Vacation Leave	19.00
B)	Sick Leave	2.50
C)	Supervision/Training	60.00
D)	Holiday	
E)	Covid19 Standby	32.00

SUB-TOTAL 113.50

<u>PLUS:</u>		
A)	Over Time	24.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 24.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 710.50

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

III) Department Projects for the Month.		
<u>Hanna Springs Pool Fence Improvement</u>	22.00	
<u>Install Pet Waste Stations-SueAnn & Hancock Parks</u>	8.00	

<u>Other:</u>		
Sub-total Hours on Projects:		30.00

IV) Department Operations and Maintenance for the Month.		
<u>Cleaning Parks</u>	144.00	
<u>Airport Maint.</u>	20.00	
<u>Mowing/Weed eating</u>	104.00	
<u>Building and Grounds</u>	296.00	
<u>Equipment/Vehicles/Shop</u>	84.00	
<u>Office/Meetings</u>	32.50	
Sub-total Hours on Projects:		680.50

TOTAL HOURS FOR DEPARTMENT 710.50

V) Department's Proposed Projects for next Month		
<u>Hanna Springs Pool Fence Improvement</u>	40.00	

Total Estimated Hours on Proposed Projects:		40.00

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

I)	<u>Regular Personnel Hours Available:</u>		480.00
	<u>LESS:</u>		
	A) Vacation Leave	16.00	
	B) Sick Leave	16.00	
	C) Supervision/Training	0.00	
	D) Holiday	0.00	
	E) Other (?)	0.00	
	SUB-TOTAL	32.00	
	<u>PLUS:</u>		
	A) Over Time	17.00	
	B) Temporary Labor	0.00	
	C) Part Time	0.00	
	D) Transfer	0.00	
	SUB-TOTAL	17.00	
	TOTAL HOURS AVAILABLE FOR THE MONTH:		465.00
II)	Department Summary of Work Orders for the Month.		
	<u>Received</u> <u>Completed</u> <u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
			0
		0	
III)	Department Projects for the Month.		
	<u>Spread Fertilizer at 580 Sports Complex</u>	8.00	

	Other:		
	Sub-total Hours on Projects:		8.00
IV)	Department Operations and Maintenance for the Month.		
	<u>Cleaning Fields</u>	95.00	
	<u>Turf Management</u>	110.00	
	<u>Mowing/Weed eating</u>	95.00	
	<u>Building and Grounds</u>	56.00	
	<u>Equipment/Vehicles/Shop</u>	85.00	
	<u>Office/Meetings</u>	16.00	
	Sub-total Hours on Projects:		457.00
	TOTAL HOURS FOR DEPARTMENT		465.00
V)	Department's Proposed Projects for Next Month		
	<u>Spread Fertilizer at 580 Sports Complex</u>	8.00	
	<u>Aerate Fields at 580 Sports Complex</u>	8.00	

	Total Estimated Hours on Proposed Projects:		16.00

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: AUG 2020

Regular Personnel Hours Available:

464

LESS:

A)	Vacation Leave/Personal Day	24
B)	Sick Leave	8
C)	Jury Duty	0
D)	Other (holiday/bad weather)	0
E)	Supervision	40
SUB-TOTAL		72

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	23.5
SUB-TOTAL		23.5

TOTAL HOURS AVAILABLE FOR THE MONTH: 415.5

Department Summary of Work Orders for the Month

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

Department Projects for the Month

	0	0
	0	0
	0	0

Sub-total Hours on Special Projects: 0

Department Operations and Maintenance for the Month

Mowing & W/E	182
Equip & Veh Maint	18
Buildings & Grounds	167
Office Operations	43.5

Sub-total Hours on OM Projects: 410.5

OTHER

City Hall project	5
	0
	0

Sub-total Other 5

TOTAL HOURS FOR DEPARTMENT 415.5

Department's Proposed Projects for next Month

	0
	0
Total Estimated Hours on Proposed Projects:	0

Memo



Oak Hill Cemetery

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

Interments	8 (1) cremation
Fee's for over site	\$625.00
Sites sold	11 / \$5,900.00
Niche sales	\$1,200.00 (1) double (1) single
Beautification fund	\$266.00
Visitors Assisted	6
Level & Backfill sites	32
Meetings Attended	0

- Jacob Rivera transferred from Water Dept.

City of Lampasas

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Manager's Report
Date: 25 September 2020

- WCID** The Lampasas County WCID met this week and, among other items, discussed the recent wet weather and the performance of the flood control dams in reducing flood potential. Staff had understood rain totals in the vicinity of Lampasas totaled 12 to 13 inches, however; Kim Vann reported in some areas, between 17 and 20 inches were collected over the 4 to 5 day period. The western dams did receive inflows to cause rises above the primary spillways, however; the levels of the two lakes closest to Lampasas were not impacted by rises to that extent. In other words, the dams did their jobs. Work will need to be done to clear debris from the spillway tubes, and on the lake banks as a result of the event.
- Comp Plan** After several months of limited activity, members of the CPAC, Planning Commission and Council participated in small group meetings on the 21st. Four meetings, attended by 21 individuals, were conducted with the primary goals of reorienting stakeholders to the Comprehensive Plan planning process, and seeking comment and input on the Vision and Recommendations Outline. The next steps include review of the expanded Recommendation chapter, and the implementation plan. As the attached progress report indicates, the process is 82% complete, with a December target for consideration and adoption.
- Health Plan** Staff is pleased to report that the City received an additional rebate on our 2019 Health Plan coverage through Scott & White. The Plan's medical cost ratio was below 85%, and by ACA, the City was entitled to the rebate, which totaled \$27,883.03. Staff believes the savings is a byproduct of a healthy workforce, and smart utilization of the benefit.
- Campbell Park** This past week staff met separately with representatives from the Wings of Eagles Outreach, and LAFTA to discuss future improvements in Campbell Park in support of their organizations. The primary focus of the meetings was to discuss expectations related to the scope of their projects, possible design and procurement phases, and possible supplemental funding or scaling. Staff also wanted to express the concern that funding may be limited or capped by City Council in the event the project estimates were beyond available resources. As a next step, staff will seek rough estimates on projects and seek Council input and direction for design and procurement methods. Staff understands that individual Council members may have concerns regarding the projects, and I encourage those concerns to be brought forward to the collective body. We are still very early in the process.

Personnel Policy

Staff will be dusting off the draft of updates to the Personnel Policy for further internal review in the next month. Previously, the Assistant City Manager facilitated the process to update the Policy and address current trends and issues related to technology, record retention, time off, and social media. It is likely, the current approach will be to consider amendments periodically rather than trying to review and approve the entire document at one time. Staff is also interested in Council input on the process, and if a priority exists from a particular section of the Policy.

Library

Staff takes the opportunity to remind Council that the deadline for Library Foundation donations, with recognition on the back of the new Park corner sign, is September 30th. Shanda can direct you to a Foundation Board member or feel free to reach out to Judy Lansford. Additionally, the Library staff has been creatively providing programs and services through the pandemic including virtual *How Pinteresting*, *Books with Badgers*, and Facebook story times. The Library is open, with some limitations, for patrons, and is still providing curbside delivery and pick-up of books.

EDC

The Lampasas Economic Development Corporation met on September 16th with a relatively light agenda. Officers will remain the same for the next year and include Charlie Pratus, President; Steve Hudson, Vice-President; and Roland Schaub, Secretary-Treasurer. Sales tax was noted at 105% of the budget through 11 months, and with current trends, year-end projections for receipts could be \$44,000.00 better than plan. The Board also discussed Phase 1 infrastructure at the Business Park, and possible CARES Act assistance/reimbursement for local business support.



September 24, 2020

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

RE: Progress Report for the Lampasas Comprehensive Plan

Dear Mr. DeGraffenried:

I am pleased to submit the **Progress Report No. 14** for the above referenced project. This report covers the **period of July 13 through September 13, 2020** and corresponds with Invoice No. 10042575 (attached). Our professional services agreement was authorized by the signature of the City Manager on May 1, 2019.

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

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

HALFF ASSOCIATES, INC.

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

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

WWW.HALFF.COM

Deliverables and Meetings	Meeting or Due Date	Status
Deliverables:		
- Technical Plan:	10-22-19	√ Complete
o Chapter 1, <i>Introduction</i>		√ Complete
o Chapter 2, <i>Existing Conditions</i>		√ Complete
Deliverables:		
- Technical Plan:	02-05-20	√ Complete
o Vision Statement, Goals and Objectives		√ Complete
o Chapter 3, Community Engagement		√ Complete
o Chapter 4, <i>Community Vision</i>		√ Complete
- Future Lampasas – Overview of recommendations for Plan elements		√ Complete
Meeting Group No. 4		
- CPAC (Advisory Committee Meeting # 3)	02-13-20	√ Complete
- City Council and Planning & Zoning Commission Mid-Point Briefing		√ Complete
Deliverables:		
- Correspondence & team meetings during COVID Hiatus	March- June 2020	√
- CPAC Meeting to review Recommendations	06-12-2020	√ Complete
Meeting Group No. 5 (VIRTUAL)		
- CPAC (Advisory Committee Meeting # 4)	09-21-20	Cancelled and conducted by City Staff in Sept.
o <i>Overview of Final Plan</i>		
Deliverables:		
- Technical Plan:		
o Chapter 5: <i>Future Directions</i>	10-20-20	
o Chapter 6: <i>Plan Implementation (minus prioritization)</i>	10-20-20	
o <i>Revised chapters per comments</i>	10-30-20	
Meeting Group No. 6		
- CPAC (Advisory Committee Meeting # 5), Planning & Zoning Commission, and City Council joint workshop	11-06-20	
o <i>Overview of Draft Plan</i>		
o <i>Prioritization Exercise</i>		
Deliverables:		
- Public Hearing Draft	11-12-20	
- Completed Draft Summary Plan		
Meeting Group No. 7		
- Public Hearing with Planning and Zoning Commission	11-20-20	
- Recommendation to City Council		
Deliverables:		
- List of P&Z comments / recommendation on the Public Hearing Draft	12-01-20	
- Draft adoption resolution		
Meeting Group No. 8		
- City Council Consideration of adoption	TBD	Half not anticipated to be in attendance
Final Deliverables		
	2 weeks after adoption	

Project Work/Activity

Given the challenges associated with the COVID-19 pandemic and State of Texas shelter in place orders, it was decided that the team would not hold a CPAC meeting in July 2020. Project work accomplished during the report period was primarily focused on the Halff team's efforts to flesh out the required detail on plan recommendations. These recommendations include the stakeholder input on that you provided in June 2020 via email.

Upcoming Work / Activities

After the delay in the engagement process due to COVID-19, the City reconvened the working group on September 21, 2020 to reacquaint them with the planning process before sharing the final plan with them. In October, based upon the development of plan recommendation completed in over the summer, and any feedback resulting from these conversations, Halff will present the City of Lampasas with a final draft of the Comprehensive Plan for review. The next CPAC Meeting is still anticipated to be held virtually, due to the COVID-19 concerns, but can be held in person if needed. We will continue to collaborate with you via WebEx, and will propose alternate options to meet and review Plan recommendations planned for originally scheduled meetings if necessary.

Completion and Budget Status

Based on our existing contract, Halff was authorized \$120,000 to complete the Lampasas Master Plan Update project. As of the date of this progress report and invoice, the work on the overall project is approximately 82.32 percent complete. As shown on the associated invoice, the actual costs incurred during this reporting period include \$2,386.04 of new charges, out of a total fee earned to date of \$103,589.93. Previous payments by the City equals \$ 2,386.04, meaning the current amount now due is \$101,203.89.

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

Respectfully submitted,

HALFF ASSOCIATES, INC.

Matt Bucchin

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



Scott & White
CARE PLANS

Part of
Baylor Scott & White HEALTH

Notice of Health Insurance Premium Rebate

9/15/2020

Christina Marez
CITY OF LAMPASAS
312 E 3RD ST
LAMPASAS, TX 76550

Re: Health Insurance Premium Rebate for Year 2019: Group Number #1238

Dear Christina Marez:

This letter is to inform you that you will receive a rebate of a portion of your health insurance premiums. This rebate is required by the Affordable Care Act – the health reform law.

The Affordable Care Act requires Scott & White Care Plans to rebate part of the premiums it received if it does not spend at least 85% percent of the premiums Scott & White Care Plans receives on health care services, such as doctors and hospital bills, and activities to improve health care quality, such as efforts to improve patient safety. No more than 15% percent of premiums may be spent on administrative costs such as salaries, sales, and advertising. This is referred to as the “Medical Loss Ratio” standard or the 85/15 rule. The 85/15 rule in the Affordable Care Act is intended to ensure that consumers get value for their health care dollars. You can learn more about the 85/15 rule and other provisions of the health reform law at: <https://www.healthcare.gov/health-care-law-protections/rate-review/>.

What the Medical Loss Ratio Rule Means to You

The Medical Loss Ratio rule is calculated on a state-by-state basis. In Texas, Scott & White Care Plans did not meet the 85/15 standard. In 2019, Scott & White Care Plans spent only 82.90% of total premium dollars on health care and activities to improve health care quality. Since it missed the 85% target in Texas by 2.10%, Scott & White Care Plans is required to rebate 2.10% of the total health insurance premiums paid by the employer and employees in your group health plan for 2019. We must send this rebate by September 30, 2020.

Rebate Distribution Method

Scott & White Care Plans is distributing the rebate based on the total premium paid by your group health plan. We are enclosing a check.



Scott & White
CARE PLANS

Part of
Baylor Scott & White HEALTH

Need more information?

If you have any questions about the Medical Loss Ratio and your health insurance coverage, please contact your Scott & White Care Plans client manager.

Sincerely,

Stephen Bush
Chief Financial Officer
Scott & White Care Plans
Part of Baylor Scott & White Health

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City Manager

ITEM NO. 7.1

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

Subject:

Discussion and possible action regarding Lampasas County Chamber of Commerce & Visitor Center 3rd Quarter Report.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: September 22, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

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

Attachments: Quarterly Report

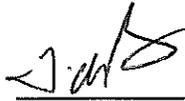
Summary Statement:

Lampasas County Chamber of Commerce & Visitor Center is requesting reimbursement in the amount of \$10,765.74 for their 3rd Quarter Report. Melissa Unger will be in attendance to present the quarterly report and answer any questions.

Recommendation:

Motion to accept Lampasas County Chamber of Commerce & Visitor Center 3rd Quarter Report.

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City Manager

ITEM NO. 7.2

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

Subject:

Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$2,160.00 for event expenses related to the Hunters Tourism Promotion September through December 2020 Hunting Season and Hunters Welcome event on November 6, 2020.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: September 22, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

Funds are available in HOT Fund 40 in the City of Lampasas FY 2019/2020 Budget.

Attachments: HOT Fund Request Form

Summary Statement:

The attached request is eligible for HOT funding. The event has been most recently funded in 2019 in the amount of \$1,718.50. The funds requested will be used for advertising and promotion of Lampasas as the premier hunting destination, from dove season through bow and rifle season, ending in January 2021. Melissa Unger will be in attendance to present her intent for funding for this event and answer any questions/concerns.

Recommendation:

Staff recommends approval of HOT funds in the amount of \$2,160.00.

2020 Hunters Tourism Promotion & Hunters Welcome Advertising Plan and HOT Funding Request Break-Down

Social Media	
Facebook Ad- Event Boost	\$ 100.00
Press Releases to Media	
	\$ 0.00
Lampasas Dispatch Record	
2 ¼ pg. Ads, Print & Digital- 40%	\$ 275.00- \$114.00
Press Release	\$ 10.00
Hamilton Visitors Guide (Full Page color ad)	
½ for Hunting & ½ for Tourism	\$ 250.00
Highland Lakes Newspapers (Highlander)	
2 ¼ pg. ads in color (HW/HP)	\$ 500.00
Goldthwaite Eagle Hunter's Edition (starts Dove Season)	
2 ¼ pg. ads in color (HW/HP)	\$ 449.00
San Saba Hunting Guide	
1 ½ pg. ad in color (HW)	\$ 285.00
Killeen Daily Herald	
3 1/16 pg. ad in color KDH & Ft. Hood plus online	\$ 405.00
Texas Press Online	
Statewide online advertising	\$ 0.00
Television Station Calendars	
Austin, Waco & Temple TV Stations; online input	\$ 0.00
Community Calendars	
Hamilton County. Electric Co-Op, City of Lampasas, Etc.	\$ 0.00
Texas Highways Events Magazine Calendar	
Online and digital	\$ 0.00
<hr/>	
TOTAL ADVERTISING COSTS:	\$ 2,274.00
<hr/>	
TOTAL HOT FUNDS-% Requested for Reimbursement:	\$2,160.00

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, and to use 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
Phone: 512-556-6831

Application

Organization Information

Date: Sept. 21, 2020

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

Address: 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 #: 74-0736310 Entity's Creation Date: 1970s

Purpose of your organization: To promote and support 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: Hunters Tourism Promotion & Hunters Welcome

Date of Event or Project: September – December 2020 Hunting Season Tourism & (November 6, 2020) Hunters Welcome

Primary Location of Event or Project: Chamber/Visitor Center Office & HEB Parking Lot

Amount Requested: \$ 2,160.00

How will the funds be used: Advertising and promoting Lampapas as the premier hunting destination, from dove season through bow and rifle season, ending in January 2021.

Primary Purpose of Funded Activity/Facility: To enhance tourism and the increase stay in Lampasas by promoting Lampasas as a premier hunting destination and place to buy all their hunting supplies.

Percentage of Hotel Tax Support of Related Costs

40-100% Note Percentage of Total **Event Costs** Covered by Hotel Occupancy Tax

0% Note Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax

0% 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

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. \$ 2,160.00

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. _____

Sporting Related Event Funding:

If the event is a sporting related function/facility: How many individuals are expected to participate?
5,000+

If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county?
4,000+

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?

More rooms will be used for hunters and their friends and families during hunting season.

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 : 19 years

Expected Attendance: 3-5k (Overall throughout Hunting season)

How many people attending the Event or Project will use Lampasas hotels, lodges, RV parks, motels or bed & breakfasts?
1,000+

How many nights will they stay: Unknown

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: No

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	2019	\$1,668.31	N/A
Lampasas	2018	\$1,492.75	N/A
Lampasas	2017	??	N/A

How will you measure the impact of your event on area hotel activity?
By surveying the hotels and other local Lampasas lodging facilities post hunting season.

Please list other organizations, government entities and grants that have offered financial support to your project: None

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

Paid Advertising: Print/Newspaper/Hunting Guides \$ 2060.00 Radio _____ TV _____

Press Releases to Media _____ Direct Mailing to out of town recipients _____

Other _____ Social Media \$100 _____

What areas does your advertising and promotion reach:

The hunting guides will reach selected areas in Central Texas and the surrounding area. The press releases to media will reach statewide, although it is unknown which publications will publish the information and which ones will not. The social media advertising will reach targeted areas throughout most of the state of Texas (it is unknown how many outside of the state and targeted area will see the social media advertising). Please see attached documents for more information over where we plan on advertising for the hunting guides.- Advertising breakdown

What number of individuals will your proposed marketing reach that are located in another city or county?

Thousands of people living outside of Lampasas County. (We will not know how many people it will be seen by on the social media until the event is completed.) _____

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 _____



City Manager

ITEM NO. 7.3

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

Subject:

Discussion and possible action regarding Lampasas County Chamber of Commerce, Tourism & Visitor Center Agreement with the City of Lampasas.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: September 22, 2020

For the Agenda of: September 28, 2020

Procurement and Funding Statement:

Attachments: Chamber of Commerce, Tourism & Visitor Center Agreement

Summary Statement:

Each year the Lampasas County Chamber of Commerce and City Council take the opportunity to review the Tourism & Visitor Center Agreement to approve for another year or recommend modifications to the agreement. This item has been placed on the agenda to discuss and review accordingly.

Recommendation:

To consider a motion to renew the agreement with no amendments or to approve with amendments as discussed during workshop and allow Staff to amend document and execute accordingly with all parties.

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City Manager

ITEM NO. 7.4

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

Subject:

Discussion and possible action regarding Chapter 78, Traffic and Vehicles, Section 78-219 No Parking Zones, to add and repeal wording in section (a) to include no parking on either side of South Highway 281 from the intersection of west Tenth Street on South 281 to the corporate city limits of the City of Lampasas.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: September 22, 2020

For the agenda of: September 28, 2020

Procurement and Funding Statement:

No Parking Signs

Attachments:

Summary Statement:

Chief of Police Sammy Bailey is requesting the City of Lampasas to designate Highway South 281, either side, from the intersection of west Tenth Street on South 281 to the corporate city limits of the city of Lampasas as a no parking zone. South Highway 281 is a busy highway, recently there has been growth, development, and events in the area where the right of way has been used for parking. Parking on the each side of the roadway congest traffic, is a safety concern for vehicles entering and exiting the roadway, as well as, a safety hazard to pedestrians.

Recommendation:

Chief of Police Sammy Bailey asks and recommends that highway South 281 from the intersection of West Tenth Street to the corporate city limits be designated as a no parking zone. Parking on the sides of the roadway could create a potential life threatening accident to occur.

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City Manager

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

7.5
Item No.

SUBJECT:

Discussion and Possible Action Concerning the second Reading of an Ordinance approving and adopting a Budget for operating the Municipal Government of the City of Lampasas for the Fiscal Year Beginning on October 1, 2020 and ending on September 30, 2021; Appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal Sinking Fund requirements on all indebtedness; Providing a severability clause; providing a repealer clause for the repeal of all Ordinances and Appropriations in conflict with the provisions of this Ordinance; and Establishing an Effective Date.

REQUESTED BY: Yvonne Moreno, Finance Director
SUBMITTED BY: Yvonne Moreno, Finance Director

DATE SUBMITTED: Sept. 23, 2020 FOR THE AGENDA OF: Sept 28, 2020

Expenditure Required: N/A
Available Funding: N/A
Attachments: none

SUMMARY STATEMENT:

The attached ordinance will formally adopt the proposed budget for the 2020-2021 Fiscal Year.

Recommendation: Please take record vote on adopting the budget.

ORDINANCE NO. 1629

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2020 AND ENDING ON SEPTEMBER 30, 2021; APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH BUDGET INCLUDING APPROPRIATIONS OF MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENTS ON ALL INDEBTEDNESS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE FOR THE REPEAL OF ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a budget for operating the municipal government of the City of Lampasas for the fiscal year October 1st, 2020, to September 30th, 2021, has been prepared and reviewed by City Council through a series of workshops with city staff; and

WHEREAS, opportunity for public input was provided at public hearings conducted on September 8, 2020 for which notice was posted in the local newspaper; and

WHEREAS, after full and final consideration of proposed expenditures, revenues, financial condition, and comparative expenditures as presented, it is the consensus of opinion that the budget as considered and amended should be approved and adopted;

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

SECTION 1. That the City Council of the City of Lampasas ratifies, approves and adopts the budget as finally considered for the fiscal year of October 1, 2020, to September 30, 2021, a copy of which shall be filed with the office of the City Secretary and with the Lampasas County Clerk and which is incorporated herein for all intents and purposes.

SECTION 2. That the appropriations for the 2020-2021 fiscal year for the different administrative units and purposes of the City of Lampasas, Texas be fixed and determined for said fiscal year in accordance with the expenditures shown in said budget, and that the distribution and division of said appropriations be made in accordance with said budget including such amounts shown for providing for sinking funds for the payment of the principal and interest and the retirement of the bonded debt of the City of Lampasas.

SECTION 3. That the expenditure of the budgeted items shall comply with the City's purchasing Policy and the City Charter.

SECTION 4. That should any part, portion, or section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of a section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

SECTION 5. That all ordinances and appropriations for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

SECTION 6. That this ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

READ AND APPROVED on the First Reading this _____ day of _____, 2020.

PASSED AND APPROVED, on the Second Reading, at a regular meeting of the City Council of the City of Lampasas, Texas this _____ day of _____, 2020, at which meeting a quorum was present, held in accordance with the provisions of Article 6252-17, V.A.T.S.

APPROVED

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

Approved as to Form:

Jo Christy Brown, City Attorney

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City Manager

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

7.6
Item No.

SUBJECT:

Discussion and Possible action concerning the second reading of an Ordinance setting the Tax Rate and Levying a tax upon all property subject to taxation within the City of Lampasas, Texas for the 2020 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021; Apportioning said levy among the various funds and items for which revenue must be raised including providing a Sinking Fund for the retirement of the Bonded Debt for the City of Lampasas; and establishing an Effective date.

REQUESTED BY: Yvonne Moreno, Finance Director

SUBMITTED BY: Yvonne Moreno, Finance Director

DATE SUBMITTED: Sept. 23, 2020 FOR THE AGENDA OF: Sept. 28, 2020

Expenditure Required: N/A

Available Funding: N/A

Attachments:

SUMMARY STATEMENT:

The attached ordinance adopts a total tax rate of \$0.395218 cents for the 2020 tax year. The tax rate is divided between \$0.31423 cents for general fund maintenance and operations and \$0.080988 cents for debt service (interest and sinking fund.)

The motion to adopt the ordinance that sets the tax rate must be made in the following form with a record vote:

“I move that property tax rate be increased by the adoption of a tax rate of \$0.395218, which is effectively a 1.08 percent increase in the tax rate.”

Recommendation: Please take record vote on setting the tax rate.

ORDINANCE NO. 1630

AN ORDINANCE SETTING THE TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF LAMPASAS, TEXAS, FOR THE 2020 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Chief Appraiser of the Lampasas County Tax Appraisal District has prepared and certified the appraisal roll for the City of Lampasas, Texas, said roll being that portion of the approved appraisal roll of the Lampasas County Tax Appraisal District which lists property taxable by the City of Lampasas, Texas; and

WHEREAS, the City has duly complied with all state requirements regarding notification of the public; and

WHEREAS, a public hearing was duly held on September 8, 2020 and all interested persons were given an opportunity to be heard; and

WHEREAS, the City Council has complied with all applicable requirements of the Texas Property Tax Code prior to setting the tax rate for said City for 2020; and

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

SECTION 1. That the tax rate of the City of Lampasas, Texas for the tax year 2020 be, and is hereby, set at \$0.395218 on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.60 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$4.81

SECTION 2. That there is hereby levied and there shall be collected for the tax year 2020 for the use, support, and permanent improvements of the municipal government of the City of Lampasas, Texas and to provide interest and sinking funds for the retirement of debt, upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, said tax; and said tax, so levied and collected shall be apportioned to the specific purposes hereinafter set forth; to wit:

- A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) \$0.31423 cents on each one hundred dollars (\$100) of the taxable value of such property; and,

B. To pay interest and principal sinking fund requirements on all outstanding indebtedness of said City \$0.080988 cents on each \$100 dollars (\$100) of taxable value of such property.

SECTION 3. That the Chief Appraiser is hereby authorized to assess and collect the taxes of said City employing the above tax rate.

SECTION 4. That the Director of Finance in said City shall keep accurate and complete records of all monies collected under this Ordinance and of the purposes for which same are expended.

SECTION 5. That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Lampasas Annual Budget 2020-2021.

SECTION 6. That all monies collected which are not specifically appropriated shall be deposited in the general fund.

SECTION 7. That all ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

READ AND APPROVED on the First Reading this _____ day of _____, 2020.

PASSED AND APPROVED, on the Second Reading, at a regular meeting of the City Council of the City of Lampasas, Texas this _____ day of _____, 2020, at which meeting a quorum was present, held in accordance with the provisions of Article 6252-17, V.A.T.S.

APPROVED

Misti Talbert, Mayor

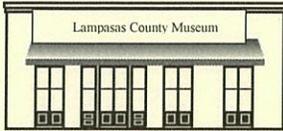
ATTEST:

Christina Marez, City Secretary

Approved as to form:

Jo Christy Brown, City Attorney

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Lamparas County Museum

303 S. Western P.O. Box 373
Lamparas, TX 76550
512-556-2224

September 24, 2020

Dear City of Lamparas,

Mayor Talbert and City Council

Indian attacks, shoot-outs, natural springs, high society, agriculture, industry, catastrophic floods, and even a simulated invasion by a foreign power! Lamparas County has a rich and diverse history. So where can you see and learn about these historical events? At the Lamparas County Museum, of course.

The museum houses many artifacts that tell a small part of the story of Lamparas. Seasonal exhibits highlight historical events, recollections of long-time residents, and the way of life in the county since 1856. The museum also sponsors several programs during the year, such as the Teddy Bear Tea Party, an annual Spring Ho exhibit, a Veterans Day exhibit and program, the Gingerbread House and Christmas Tree competitions, the Holiday Tour of Homes, and school and private tours upon request.

Our exhibit area was renovated in 2017 and has an inviting atmosphere to wander through Lamparas history. We recently completed a major renovation of the preservation and storage area. This project provides a climate controlled environment to house sensitive artifacts and acquisitions and was paid for with museum funds.

There is no admission fee to the museum, and all workers and the board of directors are volunteers. We conduct fund raising activities and accept donations of time and money in order to stay open. The museum has obtained grants when available for appropriate purposes, but relies wholly on fundraising and charitable donations to operate.

Therefore, as a valuable service to the community, our board of directors requests financial assistance from your organization to keep our heritage and living exhibits operational. This donation will be used to pay monthly expenses. We hope the City of Lamparas can help us with this request to keep our legacy alive and on view to the public.

The museum is located in downtown Lamparas at 303 S. Western St., near the county courthouse and square. We are open Fridays and Saturdays from 10 A.M. to 4 P.M. and will accommodate special groups and tours on request.

Yours truly,

for John J. McGuire, IVP
Randy McGuire,
Board President

lampasasmuseum@gmail.com

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