

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
405 SOUTH MAIN STREET
TUESDAY MAY 28, 2019
5:30 p.m. Workshop Session
7:00 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 Tuesday, May 28, 2019 in the City Council Chambers located at 405 South Main Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

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

1. Call to order Workshop Session
2. Discussion regarding the composition and neighborhood representation for a Comprehensive Plan Advisory Committee *(pgs. 5-6)*
3. Costs and use associated with the Citizen Collection Station and the use of City Dumpsters *(pgs. 7-8)*
4. Discussion regarding City Logo *(pgs. 9-12)*
5. Discussion regarding Chamber of Commerce Second Quarter Report *(pgs. 13-58)*
6. Discussion regarding any item on the regular agenda
7. Adjourn Workshop Session

**REGULAR SESSION
7:00 P.M.**

ANNOUNCEMENTS

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
 - Recognizing the Library for the Texas Library Association Branding Iron Award
 - Recognizing the State Qualifiers from the Lampasas High School Golf, Cross Country, Track and Powerlifting Teams.

	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

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on May 13, 2019	59-74
2.2	Discussion and possible action concerning approval of minutes of the Special Training Session on May 20, 2019.	75-78
3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action on the receipt of the Monthly Investment Report for April 2019	79-98
4.0	BOARDS/DEPARTMENT REPORTS	N/A
4.1	<ol style="list-style-type: none"> 1. Library Monthly Report 2. Golf Course Monthly Report 3. Municipal Court Monthly Report 4. City Secretary Monthly Report 5. Police Department Monthly Report 6. Utility Billing and Collections Monthly Report 7. Public Works Monthly Report for Electric, Streets, Water/Wastewater 8. Building Official Monthly Report 9. Economic Development Monthly Report 10. Fire Department Monthly Report 11. Parks and Recreation Monthly Report 12. Information Systems Monthly Report 	99-124
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • Noise • Fire Chief • Health Insurance • Hanna Springs • Spring Street Sewer • Library Project • CIP 	125-126
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding the composition and neighborhood representation for a Comprehensive Plan Advisory Committee	127-128
7.2	Discussion and possible action regarding Chamber of Commerce Second Quarter Report	129-130
7.3	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax Funds in the amount of \$2,718.31 for event expenses related to the Annual "Hot as Hell" BBQ Cook-Off and Taster's Choice on July 12, 13, 2019.	131-138
7.4	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax Funds in the amount of \$1,400.00 for event expenses related to the Annual Toughest 10K in Texas, 5K and 1 Mile Run on July 13, 2019.	139-146

7.5	Discussion and possible action concerning the Audit Engagement Letter for the City of Lampasas current fiscal year which began October 1, 2018 and will end September 30, 2019.	147-154
7.6	Discussion and possible action regarding closure of Western Street at Second and Third Street for no thru vehicle traffic on July 6, 2019 from 10:30 a.m. to 12:00 p.m.	155-156
7.7	Discussion and possible action regarding selection of new City logo.	157-158
7.8	Discussion and possible action regarding the approval, denial or approval with modifications regarding Burger King Development Agreement	159-164
7.9	Discussion and possible action regarding the approval, denial or approval with modifications regarding Brodie Estates Development Agreement	165-187

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 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities
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 24th day of May 2019 at

1:42 pm

Becky Sims

Becky Sims, Assistant City Secretary

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ITEM NO. Workshop-2

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

Subject:

Discussion regarding the composition and neighborhood representation for a Comprehensive Plan Advisory Committee

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: May 23, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

This item is placed on the Workshop Agenda to provide Council the opportunity to discuss possible appointees to the Comprehensive Plan Advisory Committee. Previously each Council member asked to help identify representatives from various neighborhoods and interest groups. The optimal Committee number, based on our consultant's recommendation, is 12-15.

Recommendation:

Discussion Only

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City Manager

ITEM NO. Workshop-3

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

Subject:

Discussion regarding costs and use associated with the Citizen Collection Station and the use of City dumpsters.

Requested By: Mike White, Council Member

Submitted By: Rickie Roy, Public Works Director

Date Submitted: May 23, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

N/A

Attachments:

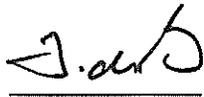
Summary Statement:

Staff was asked to provide this agenda item to allow discussion on charges and City subsidy of the Collection Station. Additionally Staff also takes the opportunity to discuss City dumpsters, and possible action to mitigate theft of service.

Recommendation:

Discussion and guidance from Council

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City Manager

ITEM NO. Workshop-4

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

Subject:

Discussion regarding City Logo

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Mandy Walsh, Economic Development Director

Date Submitted: May 8, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

N/A

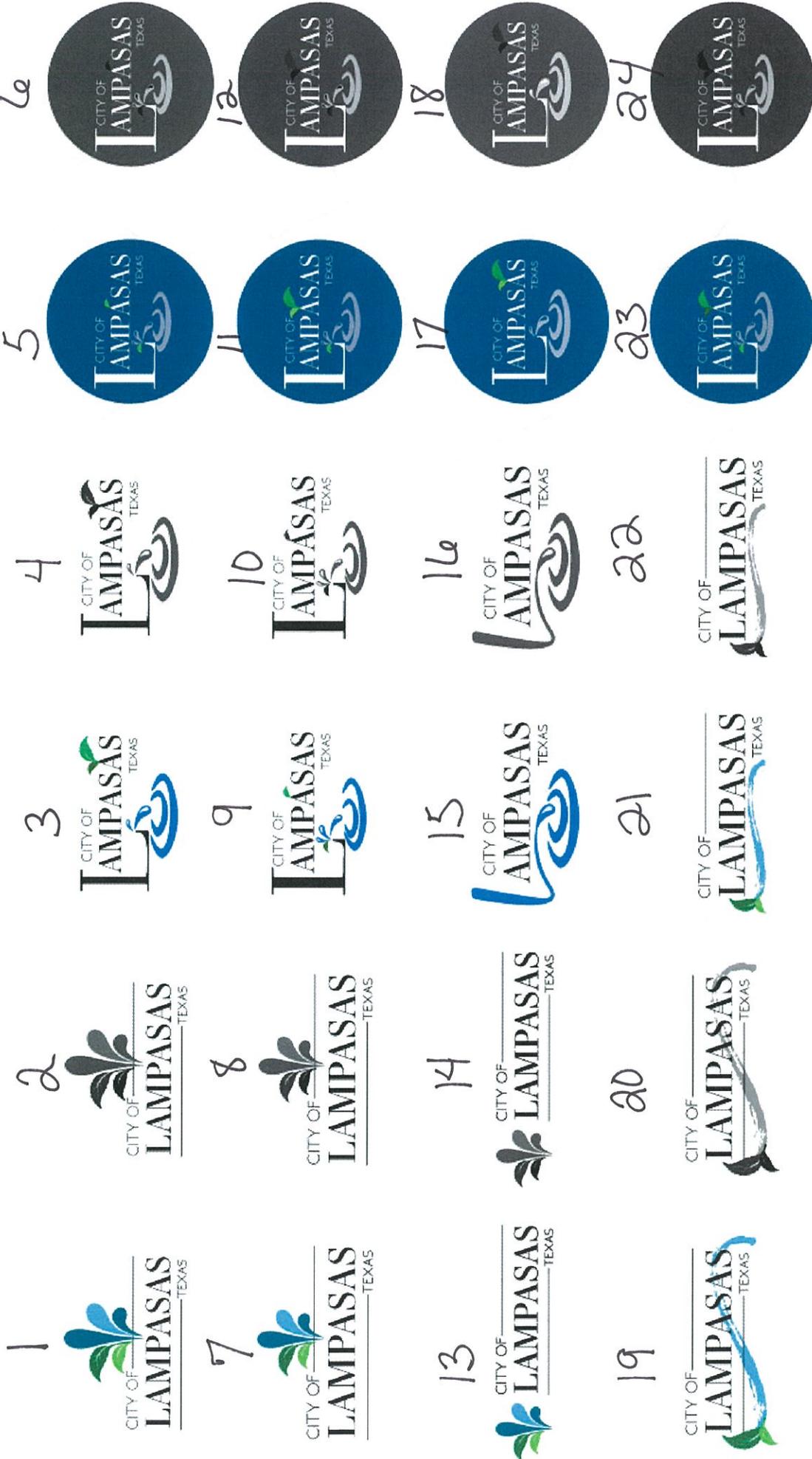
Attachments: Logo Designs

Summary Statement:

As part of the Council Work Plan, staff engaged a designer to create logo options for Council review and direction. It is staff's understanding that the logo would provide a consistent message on cards, letterhead, signage, and digital media. Staff attempted to incorporate reference to our natural resources in the logo while maintaining a clear, clean and readable message. Staff is seeking Council input and further direction that will lead to a final choice.

Recommendation:

Discussion Only



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City ManagerITEM NO. Workshop-5

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

Subject:

Discussion regarding Lampasas County Chamber of Commerce 2nd Quarter Report and Reimbursement in the amount of \$12,320.83.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: May 21, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

N/A

Attachments: 2nd Quarter Report

Summary Statement:

Attached is the Chamber of Commerce request for reimbursement for the Visitor Center activities and events in the 2nd Quarter. Melissa Unger, Chamber Director, is in attendance to present and discuss her report.

Recommendation:

Presentation only.

Lampasas County Chamber of Commerce & Visitor Center											
Hotel Motel Budget											
October 2018 - September 2019											
Balance Sheet: (Encumbered Funds) *Reimburse General Fund Account											
Expense:	Description	Projected Budget	Amount Funded	1st Quarter Draw	Balance	2nd Quarter Draw	Balance	3rd Quarter Draw	Balance	FINAL DRAW	Balance
Administrative Fee 40%	Portion of budget to be used for all staff salaries. 40% of Total Annual Salaries	\$ 72,000.00	\$ 32,800.00	\$ 5,659.33	\$ 27,140.67	\$ 7,584.20	\$ 19,556.47				
Visitor Center Seasonal Staff 100%	May through December on Saturday's, 10am-4pm.	\$ 1,914.00	\$ 1,914.00	\$ 593.26	\$ 1,320.74	\$ 80.35	\$ 1,240.39				
Lampasas Promotions 100%	Tourism Ads Placed in Publications Outside The immediate zip codes (76550, 76539, 76853).	Funding approval as quotes come in		\$ 1,709.37	\$ (1,709.37)	\$ 1,061.00	\$ (2,770.37)				
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 Counts And Hotel Totals.	Hill Country Magazine 101 Fun Things The Hills Texas Press Texas Highways		\$ -	\$ -	\$ 249.87	\$ (249.87)				
Copier / Copies 40%	Used for producing printed materials to promote the Lampasas Community.	\$ 6,349.00	\$ 2,500.00	\$ 428.45	\$ 2,071.55	\$ 525.34	\$ 1,546.21				
Postage 40%	PO Box and Bulk Mail Dues. Postage Dues to mail relocation packets, travel information and other material requests.	\$ 1,000.00	\$ 400.00	\$ 103.66	\$ 296.34	\$ 101.66	\$ 194.68				
General Supplies 40%	Bags, paper, envelopes, etc. to be used for the distribution of tourism and information.	\$ 1,200.00	\$ 500.00	\$ 185.83	\$ 314.17	\$ 102.81	\$ 211.36				
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	\$ 3,408.00	\$ 1,363.20	\$ 560.00	\$ 803.20	\$ 390.40	\$ 412.80				
Phones & Internet 40%	40% of the daily phone calls and emails are tourism and visitor center related.	\$ 3,552.00	\$ 1,420.80	\$ 267.01	\$ 1,153.79	\$ 126.86	\$ 1,026.93				
Utilities 40%	40% of the total expenses for electric, water, and trash to operate the Visitor Center.	\$ 2,833.00	\$ 1,133.20	\$ 316.49	\$ 816.71	\$ 331.15	\$ 485.56				
Building 40%	40% of the total expenses for Maintenance & Insurances.	\$ 4,785.00	\$ 1,914.00	\$ 838.38	\$ 1,075.62	\$ 652.19	\$ 423.43				
Annual Visitor Center Dues 100%	Texas Assoc. Dues (TTIATCCE/THLATACVB)	\$ 907.00	\$ 907.00	\$ -	\$ 907.00	\$ 415.00	\$ 492.00				
Hill Country Trail Region 100%	Membership in the Hill Country Trail Region and travel to meetings.	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 700.00	\$ (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		\$ 96,248.00	\$ 45,152.20	\$ 10,661.79	\$ 34,490.41	\$ 12,320.83	\$ 22,169.58				

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 (JANUARY 1 – MARCH 31, 2019)

WEBSITE VIEWS	
PER MODULE	BUSINESS DIRECTORY: 32299 EVENTS: 27217 COUPONS: 490 JOBS: 261 INFO. REQUESTS: 570 NEWS: 173 WEATHER: 70 MEMBER SIGNUP: 263 MARKETPLACE: 0 SPONSORS: 14737
SOCIAL MEDIA	FACEBOOK: 2,788 TWITTER: LINKEDIN: 303 PINTEREST: REFERRAL KEY
MEMBERSHIP REFERRALS/RELOCATION	CURRENT: 348 /GROWTH RATE: 1.48% (Gained 5) DECLINE: 1.48% - (Lost 5) MEMBER REFERRALS: 160 RELOCATION PACKETS/BROCHURE REQUESTS: 20
VISITOR CENTER BUDGET	SEE ATTACHED STATEMENTS
VISITOR CENTER TRAFFIC	INSTATE: 625 OUT OF STATE: 267
OCCUPANCY RATES	HOTELS: (Attached)- Quality Inn BED & BREAKFASTS: N/A RV PARKS/CAMPGROUNDS: Not recorded

EVENTS OVERVIEW

CHAMBER EVENTS	Cruise Holidays Ribbon Cutting- January 17 @ Chamber Office, Edward Jones Quarterly Coffee Club- January 31 @ Chamber Office, Triad HR Consulting Lunch & Learn- February 21- Chamber Office, Lampasas Trade Days March 2- Marigolds, Green Jay Sport Medicine Ribbon Cutting- March 21- Green Jay Offices, Lometa Diamondback Jubilee- March 30- Lometa Park
COLLABORATIVE EVENTS	Wild West Casino Night- February 17- Lampasas Show Barn (VISION & LAFTA), Cookbook Sales- Jan.-Mar. (Museum)

WHAT'S NEXT?

Bloomin'Fest- Sip & Stroll	April 6, 2019- Lampasas Downtown Courtyard Square
Lampasas Trade Days	April 6, 2019- Marigolds
C&J Equipment Rental & Sales	April 11, 2019- Member Business Location- C&J
Community Easter Egg Hunt- Open Gate Cowboy Church	April 20, 2019- W.M. Brook Park
Edward Jones Quarterly Coffee Club	April 25, 2019- Chamber Office
Garner Insurance Ribbon Cutting & Merger	April 25, 2019- Garner Insurance Agency
Riata Roundup Rodeo- Festival	April 25-27, 2019- 580 Sports Complex Arena
Lampasas County Area Go Texan Golf Tournament	April 27, 2019- Hancock Park Golf Course
Courtyard Square Association	April 27, 2019- Lampasas Downtown Courtyard Square

TxDOT TRAVEL LITERATURE PROGRAM

Lampasas County Chamber of Commerce

(name of center/city)

TRAVEL INFORMATION CENTER

VISITATION TOTALS

YEAR <u>2019</u>	VISITOR TOTALS PER MONTH	IN-STATE AND OUT-OF-STATE MONTHLY VISITOR TOTALS	QUARTERLY TOTALS
JANUARY	202	# In-State <u> 31 </u> # Out-of-State <u> 4 </u>	TOTALS: Jan/Feb/Mar # Visitors <u> 892 </u> # In-State <u> 625 </u> # Out-of-State <u> 267 </u>
FEBRUARY	285	# In-State <u> 57 </u> # Out-of-State <u> 11 </u>	
MARCH	405	# In-State <u> 61 </u> # Out-of-State <u> 24 </u>	
APRIL		# In-State _____ # Out-of-State _____	TOTALS: Apr/May/June # Visitors _____ # In-State _____ # Out-of-State _____
MAY		# In-State _____ # Out-of-State _____	
JUNE		# In-State _____ # Out-of-State _____	
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: Hits by Date (SEO modules only)

Views By Date (SEO modules only)

Date	Views
01/01/2019	554
01/02/2019	409
01/03/2019	956
01/04/2019	872
01/05/2019	1406
01/06/2019	276
01/07/2019	977
01/08/2019	391
01/09/2019	344
01/10/2019	755
01/11/2019	666
01/12/2019	296
01/13/2019	328
01/14/2019	597
01/15/2019	1072
01/16/2019	922
01/17/2019	409
01/18/2019	235
01/19/2019	554
01/20/2019	239
01/21/2019	226
01/22/2019	373
01/23/2019	216
01/24/2019	578
01/25/2019	363
01/26/2019	426
01/27/2019	416
01/28/2019	884
01/29/2019	1059
01/30/2019	220
01/31/2019	237
02/01/2019	359
02/02/2019	418
02/03/2019	241
02/04/2019	336
02/05/2019	717
02/06/2019	274
02/07/2019	292
02/08/2019	492
02/09/2019	190
02/10/2019	498
02/11/2019	1650
02/12/2019	1213
02/13/2019	1279
02/14/2019	1731
02/15/2019	381
02/16/2019	257
02/17/2019	794
02/18/2019	340
02/19/2019	453
02/20/2019	1289
02/21/2019	339
02/22/2019	518
02/23/2019	418
02/24/2019	959
02/25/2019	1357
02/26/2019	465
02/27/2019	958
02/28/2019	2438
03/01/2019	1050
03/02/2019	802
03/03/2019	710

03/04/2019	930
03/05/2019	3211
03/06/2019	1901
03/07/2019	1624
03/08/2019	1857
03/09/2019	372
03/10/2019	852
03/11/2019	2457
03/12/2019	1504
03/13/2019	779
03/14/2019	363
03/15/2019	920
03/16/2019	1073
03/17/2019	466
03/18/2019	827
03/19/2019	494
03/20/2019	1138
03/21/2019	1378
03/22/2019	530
03/23/2019	1394
03/24/2019	762
03/25/2019	1859
03/26/2019	1853
03/27/2019	2106
03/28/2019	1204
03/29/2019	1514
03/30/2019	1584
03/31/2019	654

Website Statistics: Views by Module (SEO modules only)

Views By Module (SEO modules only)

Directory	Events	Coupons	Jobs	InfoReq	News	Weather	Member Signup	Marketplace	Sponsors
32299	27217	490	261	570	173	70	263	0	14737

Growth/Decline Rate (1/1/2019 - 3/31/2019)

Current Membership: 348 active/courtesy members
Membership Growth: 1.48% (5 members)
Membership Decline: 1.48% (5 members)
Cumulative Growth Rate: 0.00% (0 members)

**Membership Growth Report
1/1/2019 - 3/31/2019**

<u>Member Name</u>	<u>Primary Contact</u>	<u>Join Date</u>	<u>Drop Date</u>	<u>Sales Rep</u>
<u>Gillen's Co-op Mercantile</u>	Kathy Crawford	2/27/2019		
<u>Open Gate Cowboy Church</u>	Kerrie Walling	2/12/2019		
<u>Quality Inn & Suites</u>	Mahesh Patel	2/7/2019		
<u>Domino's</u>	Ike Coronis	2/7/2019		
<u>Green Jay Sports Medicine</u>	null	1/24/2019		
<u>Floor Care Solutions of Texas</u>	Alex Joyal	11/17/2016	1/29/2019	
<u>Lampasas Wildlife & Ambassadors</u>	Brandon Roedler	11/15/2016	1/14/2019	
<u>Cully Family Chiropractic</u>	DR. REG CULLY		1/25/2019	
<u>Holiday House</u>	DAVID LAINE		3/15/2019	
<u>Chip Control Auto Glass</u>	Andrew Strouth		2/20/2019	

Report Generated May 6, 2019 at 10:59 AM

Hotel Statistics

Date Range: 1/1/2019 - 3/31/2019

Property Code: TXJ27

Shift: 2

User: mharde.txj27

<u>Room Statistics</u>	<u>Date Range</u>	<u>Last Year Range</u>
Total Rooms	5,310	5,310
Out Of Order	262	1,136
Rooms Available to Sell	5,048	4,174
Day Use Rooms	21	15
Stay Over Rooms	2,008	1,606
Total Revenue Rooms	2,029	1,621
Comp Rooms	5	6
Total Non-Revenue Rooms	5	6
Total Occupied Rooms	2,034	1,627

<u>Performance Statistics</u>	<u>Date Range</u>	<u>Last Year Range</u>
Occ% of Total Available Rooms	40.29 %	38.98 %
Occ% of Total Rooms	38.31 %	30.64 %
STR (STAR) Occ% of Total Rooms	38.21 %	30.53 %
ADR Stay Over Rooms	89.16	82.19
ADR for Total Rev Rooms.	88.24	81.43
STR (STAR) ADR for Total Rev Rooms.	88.24	81.43
ADR for Total Occupied Rooms	88.02	81.13
RevPar	35.47	31.62
STR (STAR) RevPar	33.72	24.86

<u>Revenue</u>	<u>Date Range</u>	<u>Last Year Range</u>
Room Rev(Non-Exempt From Tax)	175,291.56	131,302.57
Room Rev(Exempt From All Tax)	3,737.47	692.30
Total Room Revenue	179,029.03	131,994.87
Other Revenue	3,145.17	2,459.53
Total Revenue	182,174.20	134,454.40

<u>Guest Statistics</u>	<u>Date Range</u>	<u>Last Year Range</u>
Number of Adults	3,449	2,542
Number of Children	333	224
Total Number of Guests	3,782	2,766

Average Adults Per Room	1.70	1.56
Average Rate Per Adult	51.91	51.93
Average Revenue Per Adult	52.82	52.89

<u>Date Range Activity</u>	<u>Date Range</u>	<u>Last Year Range</u>
Arrived With Reservations	1,122	596
Walk Ins	227	342
No Shows	4	6
Cancellations for Range	142	81
Checked Out for Range	1,355	915

Occupancy Forecast

01/01/19 - 03/31/19

Date	Day	Maint	Guest Arrivals		Group Arrivals		Group Alloc	Total ARV	Dep	Stay Overs	Avail Rms	Occ Rms	Occ %
			Non-GTD	GTD	Non-GTD	GTD							
01/01/19	Tue	0	0	12	0	0	0	12	20	17	22	29	56.86
01/02/19	Wed	0	0	12	0	0	0	12	12	17	22	29	56.86
01/03/19	Thu	0	0	10	0	0	0	10	12	17	24	27	52.94
01/04/19	Fri	0	0	24	0	0	0	24	22	5	22	29	56.86
01/05/19	Sat	0	0	11	0	0	0	11	17	12	28	23	45.10
01/06/19	Sun	0	0	11	0	0	0	11	19	4	36	15	29.41
01/07/19	Mon	0	0	26	0	0	0	26	6	9	16	35	68.63
01/08/19	Tue	0	0	22	0	0	0	22	15	20	9	42	82.35
01/09/19	Wed	0	0	17	0	0	0	17	14	28	6	45	88.24
01/10/19	Thu	0	0	14	0	0	0	14	32	13	24	27	52.94
01/11/19	Fri	0	0	28	0	0	0	28	17	10	13	38	74.51
01/12/19	Sat	0	0	10	0	0	0	10	30	8	33	18	35.29
01/13/19	Sun	0	0	12	0	0	0	12	9	9	30	21	41.18
01/14/19	Mon	0	0	40	0	0	0	40	10	11	0	51	100.00
01/15/19	Tue	0	0	19	0	0	0	19	25	26	6	45	88.24
01/16/19	Wed	0	0	9	0	0	0	9	20	25	17	34	66.67
01/17/19	Thu	0	0	31	0	0	0	31	16	18	2	49	96.08
01/18/19	Fri	0	0	21	0	0	0	21	32	17	13	38	74.51
01/19/19	Sat	0	0	29	0	0	0	29	21	17	5	46	90.20
01/20/19	Sun	8	0	21	0	0	0	21	30	16	6	37	72.55
01/21/19	Mon	1	0	26	0	0	0	26	23	14	10	40	78.43
01/22/19	Tue	0	0	24	0	0	0	24	14	26	1	50	98.04
01/23/19	Wed	0	0	18	0	0	0	18	17	33	0	51	100.00
01/24/19	Thu	0	0	20	0	0	0	20	30	21	10	41	80.39
01/25/19	Fri	0	0	28	0	0	0	28	21	20	3	48	94.12
01/26/19	Sat	0	0	23	0	0	0	23	26	22	6	45	88.24
01/27/19	Sun	0	0	14	0	0	0	14	29	16	21	30	58.82
01/28/19	Mon	0	0	22	0	0	0	22	19	11	18	33	64.71
01/29/19	Tue	0	0	10	0	0	0	10	14	19	22	29	56.86
01/30/19	Wed	1	0	13	0	0	0	13	11	18	19	31	60.78
01/31/19	Thu	1	0	14	0	0	0	14	20	11	25	25	49.02
02/01/19	Fri	2	0	18	0	0	0	18	19	6	25	24	47.06
02/02/19	Sat	0	0	23	0	0	0	23	14	10	18	33	64.71
02/03/19	Sun	3	0	6	0	0	0	6	24	9	33	15	29.41
02/04/19	Mon	0	0	19	0	0	0	19	8	7	25	26	50.98
02/05/19	Tue	2	0	27	0	0	0	27	6	20	2	47	92.16
02/06/19	Wed	2	0	14	0	0	0	14	28	19	16	33	64.71
02/07/19	Thu	4	0	14	0	0	0	14	19	14	19	28	54.90
02/08/19	Fri	3	0	17	0	0	0	17	20	8	23	25	49.02
02/09/19	Sat	3	0	23	0	0	0	23	8	17	8	40	78.43

Occupancy Forecast

01/01/19 - 03/31/19

Date	Day	Maint	Guest Arrivals		Group Arrivals		Group Alloc	Total ARV	Dep	Stay Overs	Avail Rms	Occ Rms	Occ %
			Non-GTD	GTD	Non-GTD	GTD							
02/10/19	Sun	3	0	11	0	0	0	11	28	12	25	23	45.10
02/11/19	Mon	5	0	25	0	0	0	25	14	9	12	34	66.67
02/12/19	Tue	3	0	13	0	0	0	13	7	28	7	41	80.39
02/13/19	Wed	1	0	13	0	0	0	13	14	26	11	39	76.47
02/14/19	Thu	0	0	16	0	0	0	16	17	22	13	38	74.51
02/15/19	Fri	0	0	31	0	8	0	39	26	12	0	51	100.00
02/16/19	Sat	0	0	20	0	7	0	27	27	24	0	51	100.00
02/17/19	Sun	5	0	13	0	0	0	13	50	1	32	14	27.45
02/18/19	Mon	6	0	25	0	0	0	25	8	6	14	31	60.78
02/19/19	Tue	6	0	20	0	0	0	20	13	18	7	38	74.51
02/20/19	Wed	1	0	19	0	0	0	19	16	22	9	41	80.39
02/21/19	Thu	1	0	12	0	0	0	12	23	19	19	31	60.78
02/22/19	Fri	0	0	20	0	0	0	20	24	6	25	26	50.98
02/23/19	Sat	0	0	15	0	0	0	15	17	9	27	24	47.06
02/24/19	Sun	0	0	4	0	0	0	4	20	4	43	8	15.69
02/25/19	Mon	0	0	44	0	0	0	44	6	2	5	46	90.20
02/26/19	Tue	0	0	12	0	0	0	12	13	33	6	45	88.24
02/27/19	Wed	0	0	19	0	0	0	19	17	28	4	47	92.16
02/28/19	Thu	0	0	20	0	0	0	20	22	25	6	45	88.24
03/01/19	Fri	0	0	42	0	0	0	42	36	9	0	51	100.00
03/02/19	Sat	0	0	25	0	0	0	25	26	25	1	50	98.04
03/03/19	Sun	15	0	13	0	0	0	13	46	4	19	17	33.33
03/04/19	Mon	1	0	23	0	0	0	23	11	6	21	29	56.86
03/05/19	Tue	0	0	11	0	0	0	11	18	11	29	22	43.14
03/06/19	Wed	0	0	25	0	0	0	25	8	14	12	39	76.47
03/07/19	Thu	0	0	12	0	0	0	12	11	28	11	40	78.43
03/08/19	Fri	0	0	28	0	2	0	30	19	21	0	51	100.00
03/09/19	Sat	0	0	19	0	1	0	20	20	31	0	51	100.00
03/10/19	Sun	0	0	21	0	0	0	21	33	18	12	39	76.47
03/11/19	Mon	0	0	24	0	0	0	24	16	23	4	47	92.16
03/12/19	Tue	0	0	24	0	0	0	24	20	27	0	51	100.00
03/13/19	Wed	0	1	27	0	0	0	28	28	23	0	51	100.00
03/14/19	Thu	0	0	27	0	0	0	27	27	24	0	51	100.00
03/15/19	Fri	0	0	23	0	0	0	23	23	28	0	51	100.00
03/16/19	Sat	0	0	18	0	0	0	18	18	33	0	51	100.00
03/17/19	Sun	6	0	29	0	0	0	29	37	14	2	43	84.31
03/18/19	Mon	0	0	26	0	0	0	26	21	22	3	48	94.12
03/19/19	Tue	1	0	22	0	0	0	22	28	20	8	42	82.35
03/20/19	Wed	0	0	29	0	0	0	29	22	20	2	49	96.08
03/21/19	Thu	3	0	30	0	0	0	30	38	11	7	41	80.39

Occupancy Forecast

01/01/19 - 03/31/19

Date	Day	Maint	Guest Arrivals		Group Arrivals		Group Alloc	Total ARV	Dep	Stay Overs	Avail Rms	Occ	
			Non-GTD	GTD	Non-GTD	GTD						Rms	Occ %
03/22/19	Fri	0	0	15	0	24	0	39	29	12	0	51	100.00
03/23/19	Sat	0	0	8	0	6	0	14	14	37	0	51	100.00
03/24/19	Sun	19	0	16	0	0	0	16	46	5	11	21	41.18
03/25/19	Mon	0	0	13	0	0	0	13	17	4	34	17	33.33
03/26/19	Tue	2	0	18	0	0	0	18	11	6	25	24	47.06
03/27/19	Wed	0	0	24	0	0	0	24	14	10	17	34	66.67
03/28/19	Thu	0	0	41	0	0	0	41	24	10	0	51	100.00
03/29/19	Fri	0	0	26	0	9	0	35	35	16	0	51	100.00
03/30/19	Sat	0	0	20	0	12	0	32	33	19	0	51	100.00
03/31/19	Sun	6	0	16	0	0	0	16	47	3	26	19	37.25
TOTALS		114	1	1,799	0	69	0	1,869	1,887	1,460	1,147	3,329	72.53

Payment Coupon

(00277548)

MAKE CHECKS PAYABLE TO:
Western Commerce Bank
501 N. Canal Street
P O Box 5151
Carlsbad, NM 88221-5151
Phone: (800) 922-9028

<http://www.gotopbs.com/wcb>

CHECK ACCOUNT/PAY ONLINE: Your username is "1064-102665". Your password is "B4c" unless you have changed it.

INSURED: LAMPASAS COUNTY CHAMBER OF COMME
P O BOX 627
LAMPASAS, TX 76550

pd. 1/17
ck. # 12617

Account #
1064-102665

PAYMENT #
5

PAYMENT #
5

IF PAYMENT IS RECEIVED BY
1/22/2019

REGULAR PAYMENT AMOUNT
489.82

CHECK #

IF PAYMENT IS RECEIVED AFTER
2/1/2019

LATE PAYMENT AMOUNT
514.31

DATE PAID

Have you moved?
Please check this box and print your new address on the back.

AMOUNT PAID

AMOUNT PAID



Payment Coupon

(00277548)

MAKE CHECKS PAYABLE TO:
Western Commerce Bank
501 N. Canal Street
P O Box 5151
Carlsbad, NM 88221-5151
Phone: (800) 922-9028

pd. 2/20
ck. #12630

<http://www.gotopbs.com/wcb>
CHECK ACCOUNT/PAY ONLINE: Your username is "1064-102665". Your password is "B4c" unless you have changed it.

INSURED: LAMPASAS COUNTY CHAMBER OF COMME
P O BOX 627
LAMPASAS, TX 76550

Account #	PAYMENT #	PAYMENT #
1064-102665	6	6
IF PAYMENT IS RECEIVED BY	REGULAR PAYMENT AMOUNT	CHECK #
2/22/2019	489.82 #457.52	
IF PAYMENT IS RECEIVED AFTER	LATE PAYMENT AMOUNT	DATE PAID
3/4/2019	514.31	
AMOUNT PAID		AMOUNT PAID
AMOUNT PAID		AMOUNT PAID



INPUT 1 - PMC (01,01 06)

TexAir HVAC INC
 1009 Mclean St.
 Lampasas, TX 76550 US
 512-556-8695
 texairhvac@att.net

Invoice



BILL TO
 Chamber of Commerce
 P.O. BOX 627
 Lampasas Texas 76550

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
915	03/30/2018	\$387.12	03/30/2018	Due on receipt	

Please detach top portion and return with your payment.

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/30/2018	15 HVAC	AC not working: Replaced bad condenser fan motor	1	322.12	322.12
03/30/2018	15 HVAC	Service Call	1	65.00	65.00
BALANCE DUE					\$387.12

LAMPASAS COUNTY CHAMBER OF COMMERCE
 PO BOX 627
 LAMPASAS, TX 76550

FIRST TEXAS BANK
 512 556 3691 * P.O. BOX 671 * LAMPASAS, TEXAS 76550

12634
 80-393/1119
 2
 CHECK ARMOR

PAY TO THE ORDER OF TexAir HVAC

DATE 3/1/19

Three hundred eighty seven dollars ^{12/100} \$ **387.12** DOLLARS

THIS CHECK IS DELIVERED IN CONNECTION WITH THE FOLLOWING ACCOUNTS

LAMPASAS CO. CHAMBER OF COMMERCE
 SECRETARY & TREASURER

[Signature]

MP

⑈012634⑈ ⑆111903931⑆ 3181044015⑈

Payment Coupon

(00277548)

MAKE CHECKS PAYABLE TO:
Western Commerce Bank
501 N. Canal Street
P O Box 5151
Carlsbad, NM 88221-5151
Phone: (800) 922-9028

*Set-up
ACT on
3/1*

<http://www.gotopbs.com/wcb>

CHECK ACCOUNT/PAY ONLINE: Your username is "1064-102665". Your password is "B4c" unless you have changed it.

INSURED: LAMPASAS COUNTY CHAMBER OF COMME
P O BOX 627
LAMPASAS, TX 76550

Account #	PAYMENT #	PAYMENT #
1064-102665	7	7
IF PAYMENT IS RECEIVED BY	REGULAR PAYMENT AMOUNT	CHECK #
3/22/2019	489.82 497.50	
IF PAYMENT IS RECEIVED AFTER	LATE PAYMENT AMOUNT	DATE PAID
4/1/2019	514.31	
<input type="checkbox"/> Have you moved? Please check this box and print your new address on the back.	AMOUNT PAID	AMOUNT PAID





GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

Remittance Section

295

Invoice Number: 23875558
Agreement Number: 025-1007224-000
Invoice Print Date: 12/11/2018
Due Date: 01/05/2019
Total Due: \$248.12

Return Service Requested

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

Use enclosed envelope and make check payable to:



MDG2015 00001987 1 AB 0.40
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005

GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831



0000251007224000000000023&7555&0000000000024&129

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



GreatAmerica Financial Svcs.
PO Box 660831
Dallas, TX 75266-0831

Invoice Number: 23875558
Due Date: 01/05/2019
Total Due: \$248.12

Handwritten signature and scribbles

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

Agreement 025-1007224-000: Sharp MX 2615 copier		Amount	Tax	Total
1	Standard Payment	221.00	18.24	239.24
2	Insurance Charge	8.21	0.67	8.88
				\$248.12

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

Total Due **\$248.12**

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

pd. on AZH 1/7



TLC Office Systems

The Technology Hospital
A Visual Edge Technology Company

CONTRACT INVOICE

Invoice Number: AR134724
Invoice Date: 01/03/2019

Bill To: Lampasas County Chamber of Commerce
Accounts Payable
PO Box 627
Lampasas, TX 76550

Customer: Lampasas County Chamber of Commerce
205 South Highway 281
Lampasas, TX 76550

Account No.	Payment Terms	Payment Policy	Invoice Total	Balance Due	
LC08	30 Days	see below	\$201.06	\$201.06	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
MX2615N-45108802-03		\$185.74		01/05/2018	01/04/2019
Remarks					
Final bill on maintenance. This invoice replaces AR132416.					
MAINTENANCE					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 10/05/2018 to 01/04/2019 overage period	\$185.74 **
	\$185.74

**See overage details below

Detail:

Equipment included under this contract

Sharp/SHMX2615N

Number	Serial Number	Base Adj.	Location
A2117	45108802	\$0.00	Lampasas County Chamber of Commerce 205 South Highway 281 Lampasas, TX 76550

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	MX2615N-451088	78,194	80,332		2,138	10,500	0	\$0.017400	\$0.00
Color	MX2615N-451088	38,672	41,078		2,406	0	2,406	\$0.077200	\$185.74
									\$185.74

Invoice SubTotal	\$185.74
Tax:	\$15.32
Invoice Total	\$201.06
Balance Due:	\$201.06

Inv#: AR134724

pd - 1/16
cl# 12616

THANK YOU.. WE APPRECIATE YOUR BUSINESS!

PLEASE REMIT ALL PAYMENTS TO:
TLC Office Systems
L-3791
Columbus, OH 43260-3791
713-695-3900

There is a 1.75% monthly fee on all past due balances. Delinquent accounts sent to an outside collection agency will be assessed 35% if the balance is over \$200 and 50% if the balance is under \$200. There is a \$35 fee for all returned checks.

Visual Edge, Inc. dba TLC Office Systems FEIN: 82-3760676

L-3791 Columbus, OH 43260 713-695-3900

Remittance Section

295

6126555YNNNN

TLC Office Systems

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

Invoice Number: 24046304
Agreement Number: 003-1421841-000
Invoice Print Date: 01/09/2019
Due Date: 02/03/2019
Total Due: \$407.58

Return Service Requested

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

Use enclosed envelope and make check payable to:

MDG2015 00001302 1 MB 0.42
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005

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



00000314218410000000000240463040000000000407580

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: 24046304
Due Date: 02/03/2019
Total Due: \$407.58

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

Agreement 003-1421841-000: Sharp MX-305DV system	Amount	Tax	Total
1 Standard Payment	307.00	25.35	332.35
2 One-Time Origination Fee	69.50	5.73	75.23
			\$407.58

pd. Adt on 2/4

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

Total Due \$407.58

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

Remittance Section

295

63115620YNNNN
TLC Office Systems

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

Invoice Number: 24228577
Agreement Number: 003-1421841-000
Invoice Print Date: 02/06/2019
Due Date: 03/03/2019
Total Due: \$456.59

Return Service Requested

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

Use enclosed envelope and make check payable to:



MDG2015 00001631 1 MB 0.42
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005



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



000003142184100000000002422857700000000000456596

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: 24228577
Due Date: 03/03/2019
Total Due: \$456.59

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

Agreement 003-1421841-000: Sharp MX-3050V system		Amount	Tax	Total
1	Standard Payment	307.00	25.35	332.35
2	Insurance Charge	8.38	0.69	9.07
3	2018 Tx Lampasas County Prop. Tax	115.17	0.00	115.17
				\$456.59

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



ACTH

Total Due

\$456.59

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



.....
LAMPASAS
1700 E 4TH ST
LAMPASAS
TX
76550-9998
4849100015
01/11/2019 (800)275-8777 11:55 AM
.....

Product Description	Sale Qty	Final Price
US Flag Coil/100	1	\$50.00
(Unit Price:\$50.00)		

Total \$50.00

Debit Card Remit'd \$50.00
(Card Name:MasterCard)
(Account #:XXXXXXXXXX8275)
(Approval #:)
(Transaction #:505)
(Receipt #:011325)
(Debit Card Purchase:\$50.00)
(Cash Back:\$0.00)
(AID:A0000000042203 Chip)
(AL:Debit)
(PIN:Verified)

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<https://postalexperience.com/Pos>

840-5780-0879-001-00018-87550-02

or scan this code with
your mobile device:

 LAMPASAS
 1700 E 4TH ST
 LAMPASAS
 TX
 76550-9998
 4849100015
 01/18/2019 (800)275-8777 11:53 AM

Product Description	Sale Qty	Final Price
First-Class Mail Large Envelope (Domestic) (WEST MIDDLESEX, PA 16159) (Weight:0 Lb 8.90 Oz) (Estimated Delivery Date) (Tuesday 01/22/2019)	1	\$2.68

Total \$2.68

Debit Card Remit'd \$2.68
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXXXX8275)
 (Approval #:
 (Transaction #:236)
 (Receipt #:010059)
 (Debit Card Purchase:\$2.68)
 (Cash Back:\$0.00)
 (AID:A0000000042203 Chip)
 (AL:Debit)
 (PIN:Verified)

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=====
LAMPASAS
1700 E 4TH ST
LAMPASAS
TX
76550-9998
4849100015
01/18/2019 (800)275-8777 11:55 AM
=====

Product Sale Final
Description Qty Price

US Flag Coil/1 1 \$50.00
00 (Unit Price:\$50.00)

Total \$50.00

Debit Card Remit'd \$50.00
(Card Name:MasterCard)
(Account #:XXXXXXXXXXXX8275)
(Approval #:)
(Transaction #:237)
(Receipt #:010060)
(Debit Card Purchase:\$50.00)
(Cash Back:\$0.00)
(AID:A0000000042203 Chip)
(AL:Debit)
(PIN:Verified)

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TELL US ABOUT YOUR RECENT
POSTAL EXPERIENCE



COPYCATS
8am-5pm * Monday-Friday
420 South Liveoak Street
copycatslampasas@yahoo.com
ph. 512.556.3394 fax. 512.556.0500

Shipment-----

UPS Ground - Commercial

Ship To:

BANKCARD GROUP

17460 IH 35 N STE 430-400

SCHERTZ, TX 78154-1243

Package ID: 61912 13.18

Tracking #: 1ZYX24240399639653

Expected arrival: Mon 03/25 11:59 PM

Actual Wt: 3 lbs .0 ozs

Rating Wt: 6 lbs

Pkg Dims: 16.00 x 13.00 x 4.00

Declared value: \$100.00

SUBTOTAL 13.18

TAX 0.00

TOTAL 13.18

TEND Cash 13.18

Total shipments: 1

LAMPASAS COUNTY CHAMBER

03/22/2019

#39472

03:20 PM

Workstation: 0 - Master Workstation

LAMPASAS
 1700 E 4TH ST
 LAMPASAS
 TX
 76550-9998
 4849100015
 03/22/2019 (800)275-8777 3:05 PM

Product Description	Sale Qty	Final Price
---------------------	----------	-------------

US Flag Coil/100	1	\$55.00
------------------	---	---------

(Unit Price:\$55.00)
 First-Class Mail Large Envelope (Domestic)
 (WEATHERFORD, TX 76087)
 (Weight:0 Lb 2.60 Oz)
 (Estimated Delivery Date)
 (Monday 03/25/2019)

First-Class Mail Large Envelope	1	\$1.15
---------------------------------	---	--------

(Domestic)
 (DALLAS, TX 75211)
 (Weight:0 Lb 1.70 Oz)
 (Estimated Delivery Date)
 (Monday 03/25/2019)

First-Class Mail Letter	1	\$0.85
-------------------------	---	--------

(Domestic)
 (BOISE, ID 83704)
 (Weight:0 Lb 2.20 Oz)
 (Estimated Delivery Date)
 (Monday 03/25/2019)

Total		\$58.30
-------	--	---------

Debit Card Remit'd \$58.30
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX8275)
 (Approval #:
 (Transaction #:978)
 (Receipt #:010848)
 (Debit Card Purchase:\$58.30)
 (Cash Back:\$0.00)
 (AID:A0000000042203 Chip)
 (AL:Debit)
 (PIN:Verified)

=====
LAMPASAS
LAMPASAS, TX
765509998

03/29/2019 (512)556-0102 13:03:55
=====

Total: \$80.00

Paid by: MasterCard

Account #: XXXXXXXXXXXX8275
Debit Card Amt: \$80.00
Cash Back: \$0.00
Approval #:
Transaction #: 248

Receipt#: 012128

Bill #:840-57800879-1-2022685-2
Clerk: 02

Entry Mode: Chip
AID: A0000000042203
Cryptogram: E0D2262262CDE2D2
CVR: 420300
IAD: 01106010032200000000000000000000000000
FF
Application Label: Debit

Verified
TSI: 6800
TVR: 8000048000

All sales final on stamps and postage
Refunds for guaranteed services only
Thank you for your business

USPS Copy



Special Messages for LAMPASAS COUNTY CHAMBER OF COMMERCE

Account: 6879 4502 0401 6440 483

Fast, Easy Payments

Sign up for Free Online Bill Pay Today!

Simply go to www.dell.com/paydbc and follow the instructions!

Take advantage of this new and easy online way to apply payments directly to your account; it's as simple as a few clicks!

Dell Business Credit Revolving Account Summary

Previous Balance	Payments & Credits	Purchases/Other Charges	Finance Charges	New Balance
\$728.00	\$50.00	\$0.00	\$11.91	\$689.91

Statement Date	January 04, 2019	Payment Due Date	January 29, 2019
Dell Business Credit Limit	\$19,000.00	Current Month Minimum Payment	\$21.00
Available Dell Business Credit Limit	\$18,310.09	Past Due Amount	\$0.00
Amount Over Dell Business Credit Limit	\$0.00	Total Minimum Payment Due	\$21.00

Finance Charge Summary (Please see reverse side for important information)

PLEASE NOTE: TO AVOID ADDITIONAL FINANCE CHARGES, PAY THE NEW BALANCE BY THE PAYMENT DUE DATE.

Plan Type	Promotion Expiration Date	Balance Subject to Finance Charge	Daily Periodic Rate	Corresponding Interest Rate	Days in Cycle	FINANCE CHARGES	Promotion Plan Deferred Finance Charges	New Plan Balance	Minimum Amount Due Per Plan
REGULAR PLAN		\$697.35	0.05545%	20.24%	31	\$11.91		\$689.91	\$21.00

Transaction Detail

Transaction Date	Description	Detail	Amount
12-17-18	PAYMENT - THANK YOU		-50.00
12-21-18	INTEREST CHARGE RATE CHANGED TODAY		0.00
01-04-19	BILLED FINANCE CHARGES ON PURCHASE		11.91

*PD # 50.00
 CK# 12609
 1/9/2019*

003472 1/1





17028:
 Order Date : 01/29/2019
 Ship Date : 01/29/2019
 InvoiceDate : 01/29/2019
 TIN : 04-2896127

P.O. Box 37600 Philadelphia, PA 19101-0600
 Customer Service: 1-800-789-1331

0006634 01 AB 0.409 **AUTO H1 1 1622 76550-000527 -C01-P06637-1
 Sold To:

Lampasas County Chmbr Cmmrce



PO Box 627
 Lampasas TX 76550-0627



Ship To:
 Lampasas Co Chamber Commerce
 205 S Us Hgwy 281
 Lampasas TX 76550

*pd-2/13
 CK# 12624*

0006634-0001-0009581

Customer PO : oliverross Order# : 121512597 Invoice# : 4670542 Account# : C2633464

Item Number	Description	Color	Qty shipped	Price/UM	Extended
901-86601	Expo lo fine asst 8	Asstd	1	\$11.39/set	\$11.39
901-960376	Dial basic hypo hnd soap 1Gal		1	\$8.74/each	\$8.74
901-70427Q	Glad ds frceflx 13Gal 100Ct	White	1	\$12.38/box	\$12.38
901-2803678	Angel soft 18 double roll pack		1	\$10.73/pack	\$10.73
901-46065	Envelope moistener w/adhesive	Clear	1	\$4.12/each	\$4.12
041-720222CT	Quill brand copy paper letter	White	1	\$24.74/carton	\$24.74
901-05202	3Tab file fldr lbl	White	1	\$2.88/pack	\$2.88
901-21002QL	Tray stacking 21002 ltr bk	Black	5	\$3.96/each	\$19.80
999-38088S	Earn \$50 visacard w/quilllove		1	\$0.00/each	\$0.00
999-18716S	\$25 off next imprinted order		1	\$0.00/each	\$0.00

Your coupon savings of \$20.00 is reflected in the item prices on this invoice

Remember you can check your order status & tracking, print invoices and more in the [Manage My Account](#) section on [Quill.com](#).

Always Expanding Assortment.

Everything it takes for your business. *Go to [Quill.com/new](#)*

To help apply your payment properly, remember to include your **account #** on your check and remit your payment to the address shown below. All shipping carrier fees are covered by Quill. A handling fee may apply to small orders. See [Quill.com/shipping](#). Track shipments, pay invoices and view past orders at My Account on [Quill.com](#).

Customer is responsible for collection fees, court costs and reasonable attorney fees to collect unpaid accounts

Mdse Total: \$94.78
 Tax: \$0.00
 Shipping: Free

Amount Due: **\$94.78**
 Due Date: 02/28/2019



Special Messages for LAMPASAS COUNTY CHAMBER OF COMMERCE

Account: 6879 4502 0401 6440 483

Fast, Easy Payments

Sign up for Free Online Bill Pay Today!

Simply go to www.dell.com/paydbc and follow the instructions!

Take advantage of this new and easy online way to apply payments directly to your account; it's as simple as a few clicks!

Dell Business Credit Revolving Account Summary

Previous Balance	-	Payments & Credits	+	Purchases/Other Charges	+	Finance Charges	=	New Balance
\$689.91		\$50.00		\$0.00		\$11.30		\$651.21
Statement Date	February 04, 2019			Payment Due Date	March 01, 2019			
Dell Business Credit Limit	\$19,000.00			Current Month Minimum Payment	\$20.00			
Available Dell Business Credit Limit	\$18,348.79			Past Due Amount	\$0.00			
Amount Over Dell Business Credit Limit	\$0.00			Total Minimum Payment Due	\$20.00			

Finance Charge Summary (Please see reverse side for important information)

PLEASE NOTE: TO AVOID ADDITIONAL FINANCE CHARGES, PAY THE NEW BALANCE BY THE PAYMENT DUE DATE.

Plan Type	Promotion Expiration Date	Balance Subject to Finance Charge	Daily Periodic Rate	Corresponding Interest Rate	Days in Cycle	FINANCE CHARGES	Promotion Plan Deferred Finance Charges	New Plan Balance	Minimum Amount Due Per Plan
REGULAR PLAN		\$657.65	0.05545%	20.24%	31	\$11.30		\$651.21	\$20.00

Transaction Detail

Transaction Date	Description	Detail	Amount
01-16-19	PAYMENT - THANK YOU		-50.00
02-04-19	BILLED FINANCE CHARGES ON PURCHASE		11.30

*pd. 2/15
 ck# 12629
 \$50.00*

002196 1/1





Special Messages for LAMPASAS COUNTY CHAMBER OF COMMERCE

Account: 6879 4502 0401 6440 483

Fast, Easy Payments

Sign up for Free Online Bill Pay Today!

Simply go to www.dell.com/paydbc and follow the instructions!

Take advantage of this new and easy online way to apply payments directly to your account; it's as simple as a few clicks!

Dell Business Credit Revolving Account Summary

Previous Balance	Payments & Credits	Purchases/Other Charges	Finance Charges	New Balance
\$651.21	\$50.00	\$0.00	\$9.75	\$610.96

Statement Date	March 04, 2019	Payment Due Date	March 29, 2019
Dell Business Credit Limit	\$19,000.00	Current Month Minimum Payment	\$19.00
Available Dell Business Credit Limit	\$18,389.04	Past Due Amount	\$0.00
Amount Over Dell Business Credit Limit	\$0.00	Total Minimum Payment Due	\$19.00

001853 1/1

Finance Charge Summary (Please see reverse side for important information)

PLEASE NOTE: TO AVOID ADDITIONAL FINANCE CHARGES, PAY THE NEW BALANCE BY THE PAYMENT DUE DATE.

Plan Type	Promotion Expiration Date	Balance Subject to Finance Charge	Daily Periodic Rate	Corresponding Interest Rate	Days in Cycle	FINANCE CHARGES	Promotion Plan Deferred Finance Charges	New Plan Balance	Minimum Amount Due Per Plan
REGULAR PLAN		\$627.99	0.05545%	20.24%	28	\$9.75		\$610.96	\$19.00

Transaction Detail

Transaction Date	Description	Detail	Amount
02-20-19	PAYMENT - THANK YOU		-50.00
03-04-19	BILLED FINANCE CHARGES ON PURCHASE		9.75

pd. 3/18
ck#
~~\$50.00~~

001853 1/1

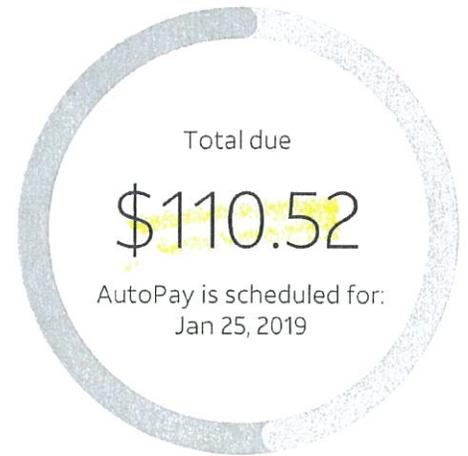


JILL CARROLL
 LAMPASAS CHAMBER OF COMMERCE
 PO BOX 627
 LAMPASAS TX 76550-0005

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

Go paperless! Review and pay your bill digitally. We'll even send you an email or text when it's ready. Go to att.com/paperless to sign up now.

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



Account summary

Your last bill	\$116.72
Payment, Dec 25 - Thank you!	-\$116.72
Remaining balance	\$0.00

Service summary

Account charges	<i>Page 2</i>	\$16.92
Internet	<i>Page 2</i>	\$41.56
Phone	<i>Page 3</i>	\$52.04
Total services		\$110.52

Total due **\$110.52**

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

Ways to pay and manage your account:

myAT&T online
att.com/myatt

myAT&T app
 for iPhone and Android

By phone
 Ordering, billing or support: 800.321.2000
 TTY: 800.651.5111

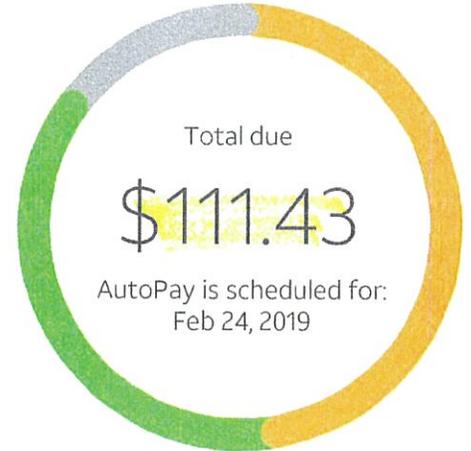


JILL CARROLL
 LAMPASAS CHAMBER OF COMMERCE
 PO BOX 627
 LAMPASAS TX 76550-0005

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

Go paperless! Review and pay your bill digitally. We'll even send you an email or text when it's ready. Go to att.com/paperless to sign up now.

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



Account summary

Your last bill	\$110.52
Payment, Jan 25 - Thank you!	-\$110.52
<hr/>	
Remaining balance	\$0.00

Service summary

 Account charges	<i>Page 2</i>	\$16.92
 Internet	<i>Page 2</i>	\$42.03
 Phone	<i>Page 3</i>	\$52.48
<hr/>		
Total services		\$111.43

Total due **\$111.43**

AutoPay is scheduled to debit your bank account on Feb 24, 2019

Ways to pay and manage your account:

 att.com/myatt

 **myAT&T app**
 iPhone and Android

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



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

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

Go paperless! Review and pay your bill digitally. We'll even send you an email or text when it's ready. Go to att.com/paperless to sign up now.

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

Total due
~~\$111.43~~
 AutoPay is scheduled for:
 Mar 25, 2019

Act on 95.19
~~to 16.24 removed/credit for services cancelled~~

Account summary

Your last bill	\$111.43
Payment, Feb 24 - Thank you!	-\$111.43
Remaining balance	\$0.00

Service summary

Account charges	<i>Page 2</i>	\$16.92
Internet	<i>Page 2</i>	\$42.03
Phone	<i>Page 3</i>	\$52.48
Total services		\$111.43

Total due **\$111.43**

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

Ways to pay and manage your account:

att.com/myatt

myAT&T app
 iPhone and Android

Ordering, billing or support
800.321.2000
 TTY: 800.651.5111



1701 West Avenue
 Austin, TX 78701
 Phone: (512) 474-2996

Invoice *Annual*

Invoice No. 172840
 Invoice Date: 03/01/2019

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

Member ID: 12802
 Date Due: 03/01/2019

Description	Rooms	Amount
THLA Affiliate Membership Dues 03/01/2019 to 02/29/2020		250.00
Total:		250.00
Amt Paid:		0.00
Balance Due:		250.00

Federal Legislation that the portion of dues for representing your view to governmental individuals and agencies are not tax deductible. Any dues paid relating to membership benefits are subject to this limitation. In conformity with this legislation, 10% of your membership dues are not tax deductible.
 THLA is a Non-profit C-Corporation Tax ID#74-0940600

*pd. via ck #12642
on 3/8*

✕



Invoice *Annual*

Date: 08/01/2018
 Invoice No. 102395
 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 08/01/2018 to 07/31/2019	\$165.00						
<table border="1"> <tr> <td>Total:</td> <td>\$165.00</td> </tr> <tr> <td>Paid:</td> <td>\$0.00</td> </tr> <tr> <td>TOTAL DUE:</td> <td>\$165.00</td> </tr> </table>		Total:	\$165.00	Paid:	\$0.00	TOTAL DUE:	\$165.00
Total:	\$165.00						
Paid:	\$0.00						
TOTAL DUE:	\$165.00						
<i>Thank You for Supporting TCCE</i>							

pd. w/ ck # 12644
ZB



July 6, 2018

Lampasas Chamber of Commerce
Attention: Molly Lesley
P O Box 627
Lampasas, TX 76550

RE: Texas Hill Country Trail Passport

Dear Molly,

pd. \$700.00 on 2/27/19 for past due passport program 2018-19 OK #12632

The Texas Hill Country Trail Passport program was a **HUGE** success during our first print and in order to fill the increasing demand and requests we receive for them daily we will be reproducing it once again! The THCTR Passport encourages travelers to explore the Texas Hill Country by collecting stamps from participating attractions or historic sites and earn great prizes! The passport will feature up to 30 stops creating an interactive way for visitors to experience the Texas Hill Country and the program will run for three full years!

- The Texas Hill Country Trail Passport has an estimated launch date of October 2018.
- Each page will be devoted to a single attraction or historic site.
- The cost is \$700.00 to participate.
- Participating partners will need to submit one high-resolution photo along with 100 words of text about their attraction or historic site to info@txhillcountrytrail.com. Hours of Operation must be included.
- Travelers will be instructed to visit the site on each page and obtain a rubber stamp image on their passport.
- Rubber Stamps and inkpads will be provided to each participating partner.
- Visitors that complete 75% (or 22 stops) of the passport will mail them to the THCTR office to receive a small prize and be entered into a Quarterly Drawing for a Weekend Get-A-Way in the Texas Hill Country!
- Quarterly Prizes will be determined by various destinations offering a Weekend Get-A-Way. For example: The Boerne CVB will provide a 2-Day Experience with Room, Breakfast, Lunch and Dinner along with tickets to a local event, museum or historic site.
- Passports will be mailed back to the visitor for a keepsake along with a prize. Prizes for completion will consist of Texas State Park tickets or event tickets within the Texas Hill Country giving the visitor a reason to come back!
- Passports will be available at participating stops and the Texas Travel Information Centers.

I have attached a copy of your previous passport page with instructions on how to move forward.

Please let me know if you have any questions and I look forward to having the opportunity to work together again in promoting the Texas Hill Country!

Sincerely,

Joanne Crawford, Executive Director
Texas Hill Country Trail Region

Texas Hill Country Trail
830-739-1362

~~39350 IH-10 West, Suite 3 • Boerne, Texas 78006 • email: hctrail@verizon.net • www.txhillcountrytrail.com~~

ATTN: Joanne Crawford P.O. Box 93041 Austin, TX 78749



VICTORY
M E D I A

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

Advertising Invoice #2018-100849
Invoice Date: 12/31/2018

Account Balance:
\$122.00

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

Customer #6862

Issue Date	Publication	Ad Size	Tagline	Gross	Net
1/1/2019	101 HL Magazine	1/3 H	Chamber	122.00	122.00

Current Month Total:	\$122.00
-----------------------------	-----------------

Pay online HERE, or mail in your payment on or before the 1/10/2019.

Thank you for your business.

*Sign up for our email newsletter with daily news and updates from DailyTrib.com
or events and things to do on 101HighlandLakes.com.
KBEY 103.9FM ~ Texas Best Country streamed live and on-demand at KBEYFM.com.*

THE PICAYUNE **KBEY** DAILYTRIB.COM **101fun**
RADIO PICAYUNE 103.9FM

*pd. 2/4
Ac # 12620*

Highland Lakes Newspapers

Post Office Box 1000
304A Highlander Circle
Marble Falls, TX 78654

Invoice and Statement of Account

Account Number	Statement Date	Due Date	Account Balance Aging				
			CURRENT	31-60	61-90	91-120	OVER 120
RC1447	01/31/19	11/15/18	\$0.00	\$0.00	\$0.00	\$695.00	\$0.00

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

Frank

Payment Terms: Net 15.
Questions? Contact Kim Green
at 830-693-4367 ext. 206, or
kim@highlandernews.com.

Date	Type / No.	Description	Size	Total	Amount	Due
10/31/18	Ad 17628	Outstanding Previous Charges Display Ad Visitors Guide 2018 Visitors Guide	Tab-1/2 Pg V=23ci	\$695.00	\$695.00	\$695.00
01/23/19	Pmt. 14285	Payments and Applications Check 12615		-\$445.00		-\$0.00

*Paid in
Full
pd 2/27
ck # 12633*



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

Advertising Invoice #2019-100851
Invoice Date: 2/28/2019

Account
 Balance: \$244.00

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

Customer #6862

Issue Date	Publication	Ad Size	Tagline	Gross	Net
3/1/2019	101 HL Magazine	1/3 H	Chamber	122.00	122.00

Current Month Total:	\$122.00
-----------------------------	-----------------

Pay online [HERE](#), or mail in your payment on or before the 3/10/2019.

Thank you for your business.

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

KBEY 103.9FM ~ Texas Best Country streamed live and on-demand at KBEYFM.com. 3/8

THE PICAYUNE



DAILYTRIB.COM



pd. w/ ck# 12643

Feb./Mar.



508 S Key Ave
Lampasas, Tx
76550

www.2BSigns.com
Fax 888.501.0321

Invoice

5222

Date 2/15/2019

512.556.0321

2BSigns@Gmail.com

Bill To

Lampasas Chamber of Commerce
Melissa Unger
PO Box 627
Lampasas, Texas 76550

Terms

NET 10 BY CHECK

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

PO #

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

Member Decal

Description	QTY Per Set	Unit Cost Per QTY	Total for QTY
Digital graphics, for outdoor usage. Material: Performance Calendered Vinyl Size: 3.5 x 5 Imprint: GREEN QTY: 350 Exterior mount	350	71	249.87
<i>Pal. on 3/6/19 Ch # 12641</i>			

Your Business Is Appreciated, Thank You!
Sincerely 2B Signs & More

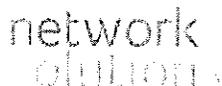
By using 2B Signs & More including all associated DBAs you agree to the terms and conditions that are used. these terms can be viewed www.2bsigns.com/Terms.html

Sales Tax (8.25%)	\$0.00
Balance Due	\$249.87
Total	\$249.87

INVOICE	DATE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
			py_ES2GGRF0Fao23A		
193203	1/1/2019	1.00	CM Pro Package with App	274.00	274.00
193203			1/1/2019 Bank Payment py_EGGgKrg3ngHt1K		-274.00
196915	2/1/2019	1.00	CM Pro Package with App	274.00	274.00
196915			2/1/2019 Bank Payment py_ERsvwuC9KLSu9E		-274.00
196915	2/1/2019	1.00	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
196915			2/1/2019 Bank Payment py_ERsvwuC9KLSu9E		-20.00
199095	3/1/2019	1.00	CM Pro Package with App	274.00	274.00
199095			3/1/2019 Bank Payment py_EcMxQhztDb0RCZ		-274.00
199095	3/1/2019	1.00	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
199095			3/1/2019 Bank Payment py_EcMxQhztDb0RCZ		-20.00

Your Order is Confirmed

From: Network Solutions (support@networksolutions.com)
 To: lampasaschamber@sbcglobal.net
 Date: Monday, March 18, 2019, 9:32 AM CDT



Order Confirmation

Dear Jill Jones,

Thank you for your order. We appreciate the opportunity to serve your online needs. This email will help you with your account set-up.

Order Confirmation
 Order Number: 937783454
 Today's Charges: \$113.97
 Future Charges: \$0.00
 Credit Card: xxxxxxxxxxxx8275

Ordered By:
 User ID: 24251893
 User Name: Jill Jones
 Credit Card Holder Name: Jennie Salazar

Account Number: 23425436
 Primary Contact: Jill Jones (24251893)

Order Summary

Service Description	Qty	Term** (Exp. Date)	Monthly Recurring Charges*	Deferred Charges	Today's Charges
Renewal of: domain .ORG LAMPASASCHAMBER.ORG	1	3 year(s) (2022-06-11)		\$0.00	\$113.97

*There are no monthly recurring charges on products purchased on an annual term. You will be charged on an annual basis and will receive a reminder of renewal no less than three months before renewal occurs.

We recommend that you start by following the step-by-step instructions found in our short Setup Guide (<http://www.networksolutions.com/support/getting-started-with-domain-names/>). You will also find links to our Setup Guides from within Account Manager.

How Powerful is Your Domain Name?

Find out in less than 30 seconds! Eliminate vulnerabilities and help customers find you online with our FREE Domain Name Scorecard. Click Here: <http://ads.networksolutions.com/landing?code=213C51552N0B11A1D468E0000V100>

LAMPASAS PUBLIC UTILITIES
 312 E 3rd
 Lampasas, Texas 76550-2820
 (512) 538-3641

SERVICE CODES
 EL Electric
 WA Water
 SW Sewer
 GR Garbage
 SU Street
 TX Tax
 C1 - Customer
 C2 - Security Light
 C3 - Emergency
 C4 - Ammeter
 C5 - Street Maintenance
 C6 - Other

ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUPLICATE
05-7995-02	11/21/18	12/20/18	1/15/19

CODE	DETERMINED PRICE		USAGE	AMOUNT
	RESIDUAL	ADDITIONAL		
WA	18595	18600	E	34.30
EL	53041	54646	80E	105.19
SU	SEWER			27.57
GR	GARBAGE			42.60
SU	STREET			7.00
TX	TAX			13.08

*pd. on
 1/7
 CK #12008*

NO PAYMENT IF NOT PAID BY THE DUE DATE

NET	DATE/DISCOUNT	GROSS
254.00	1/15/19	280.19

SERVICE ADDRESS: 205 281 HWY S

|||||

LAMPASAS PUBLIC UTILITIES
 312 E 3rd
 LAMPASAS, TEXAS 76850-2620
 (512) 536-3611

SERVICE CODES
 CL Electric CR Payment Adjustment
 CO Water SC Street Light
 CR Sewer RTR Emergency
 GR Garbage AMM Meter Service
 PR Refuse ST Street Maintenance
 TR Tax SR Other

ACCOUNT NUMBER	SERVICE PERIOD	DUPLICATE	DUPLICATE
05-7955-02	12/20/18	1/24/19	2/15/19

CODE	DESCRIPTION	AMOUNT	TOTAL	AMOUNT
WA	18600	18608	8	35.68
EL	54646	55734	1088	133.99
SW	SEWER			29.89
GR	GARBAGE			65.60
ST	STREET			7.00
TX	TAX			16.71

*pd: 2/4
 ck: #12623*

10 - PENALTY IF NOT PAID BY THE DUE DATE

AMOUNT	DATE	AMOUNT
--------	------	--------

291.87 2/15/19 319.99
 SERVICE ADDRESS: 205 231 HWY 9

|||||

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

SERVICE CODES
 01 Electric
 02 Gas
 03 Sewer
 04 Garbage
 05 Street
 06 Water
 07 Telephone
 08 Cable
 09 Security
 10 Fire
 11 Alarm
 12 Security Alarm
 13 Emergency
 14 Ambulance Service
 15 Street Maintenance
 16 Airfare

ACCOUNT NUMBER	START DATE	END DATE	DUPLICATE
05-7955-02	1/24/19	2/25/19	3/15/19

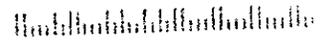
CODE	DESCRIPTION	AMOUNT	TAX	TOTAL
WA	10608	19619	11	37.06
EL	55734	54717	983	125.17
SU	SEWER			29.89
GR	GARBAGE			55.60
SH	STREET			7.00
TX	TAX			15.74

pd 3/4
ack 12/6/36

10% PENALTY IF NOT PAID BY THE DUE DATE

NO	DATE	AMOUNT	TOTAL
----	------	--------	-------

290 46 3/15/19 306.94
 SERVICE ADDRESS: 205 281 HWY 8



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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
405 SOUTH MAIN STREET
MONDAY MAY 13, 2019**

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

Council Members present:

T.J. Monroe, Mayor Pro Tem
Chuck Williamson
Michael White
Cathy Kuehne
Robert McCauley (outgoing)
Delana Toups
Randy Clark (incoming)

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Gary Cox, Assistant City Manager
Christina Marez, City Secretary
Yvonne Moreno, Finance Director
Mandy Walsh, Economic Development Director
Monica Wright, Information Systems Director
Robert Gradel, Municipal Court Judge
Sammy Bailey, Police Chief
Chuck Montgomery, Police Lieutenant
Steven Sheldon, Police Sergeant
Jacob Hummer, Police Officer
Rickie Roy, Public Works Director
Flint Geagley, Electric Superintendent
Wayne Sander, Electric Crew Supervisor
Carlos Garcia, Street Superintendent
Mike White, Street Crew Leader
Juan Tiscareno, Light Equipment Operator
Stephen Sewell, Plant Supervisor/Operator
Brandon Kepler, WWW Maintenance & Construction Crew Leader

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

I. Call to Order

Mayor Talbert called the special session to order at 5:30 p.m.

II. Conduct and accept Canvass of Votes for the City of Lampasas City Council General Election held on May 4, 2019

Christina Marez, City Secretary, explained that included in Council's packet for their review and acceptance was the election results for the City's General Election held on May 4, 2019 for Council places: Mayor, Council member Place 1, Council member Place 2 and Council member Place 6.

The results indicated the elected candidates as follows:

- Misti Talbert, Mayor;
- Delana Keele Toups, Council member Place 1
- Randy Clark, Council member Place 2
- T.J. Monroe, Council member Place 6

All elected candidates will be administered the oath of office.

Mayor Pro Tem Monroe moved to accept the canvass of vote with no objections or corrections for the City of Lampasas City Council General Election held on May 4, 2019 as presented. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

NOTE: The Canvass of votes is attached to the minutes as record of the May 4, 2019 City Council General Election results.

III. Conduct and accept Canvass of Votes for the City of Lampasas City Council Special Election held on May 4, 2019.

Christina Marez, City Secretary, explained that included in Council's packet for their review and acceptance was the election results for the City's Special Local Option Election held on May 4, 2019 for the Proposition of whether or not to permit the legal sale of all alcoholic beverages including mixed beverages in the City of Lampasas. The Proposition passed and the legalization will take effect at the time the results of the election are officially canvassed. She explained that she will submit the certified results to the Secretary of State and to the Texas Alcoholic Beverage Commission after the canvass has been accepted by Council.

Mayor Pro Tem Monroe moved to accept the canvass of votes with no objections or corrections for the City of Lampasas City Council Special Election held on May 4, 2019 for the legal sale of all alcoholic beverages including mixed beverages in the City of Lampasas. The motion was seconded by Council member McCauley and with a unanimous vote, the motion carried.

NOTE: The Canvass of votes is attached to the minutes as record of the May 4, 2019 Special Local Option Election results.

Outgoing Council member McCauley stepped down from the dais.

IV. Presentation to outgoing City Council member

Mayor Talbert presented outgoing Council member McCauley with a gift and certificate and thanked him for his service to the City and the community.

City Manager deGraffenried emotionally thanked outgoing Council member McCauley for his service to the community and to the employees, thanked him for being one of the Council members that hired him in 2012, and said it has been a privilege to have worked with him.

V. Administer Oath of Office to Newly Elected Council members

Robert Gradel, Municipal Court Judge, administered the oath of office to Mayor Misti Talbert and Council members T.J. Monroe and Delana Keele Touns and new Council member Randy Clark.

Mayor Talbert skipped to Item VII.

VII. Discussion and possible action concerning the reappointment of Municipal Court Judge and Administer Oath of Office

Mayor Pro Tem Monroe moved to approve the reappointment of Robert Gradel as the Municipal Court Judge. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Mayor Talbert administered the oath of office to Municipal Court Judge Gradel.

Mayor Talbert moved back to Item VI.

VI. Discussion and possible action concerning the appointment of the Mayor Pro Tem for the 2019-2020 term

Council member Touns moved to approve the appointment of T.J. Monroe and Mayor Pro Tem for the 2019-2020 term. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

VIII. Adjourn Special Session

Mayor Pro Tem Monroe moved to adjourn the special session at 5:43 p.m. The motion was seconded by Council member Williamson and with a unanimous vote, the motion carried.

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:44 p.m.

Mayor Talbert skipped to Item 3 due to citizens being present for this item.

3. Discussion regarding noise complaints and enforcement in regards to the City of Lampasas Noise Ordinance, Article IV Noise, Section 34-171 to Section 34-173.

Sammy Bailey, Police Chief, and Chuck Montgomery, Police Lieutenant, reviewed this item. Police Chief Bailey explained that the Lampasas Police Department is tasked with enforcing the City of Lampasas Noise Ordinance that was adopted in 2005. The Lampasas Police Department seeks to find a good neighbor balance for those impacted by noise levels, in a manner that will allow them to enjoy their homes

and property, while at the same time aiding in the support of commerce for the City and those who wish to have venues and events that have noise within the limits of the City of Lampasas Noise Ordinance.

Bailey reviewed the following:

- When the Police Department receives a phone call in reference to a noise complaint, a Police Officer goes to the area of complaint and checks the decibel level to see if there is Noise Ordinance violation.
- Recently, the Police Department received several phone calls related to outdoor music played at the Putters and Gutters business. All the times the Police Officer went there to check the decibel reading, the business was in compliance with the Noise Ordinance.
- Bailey explained that times have changed. In the past, people were able to leave their home windows open whether in the day or evening but now there are just too many noises. More restaurants open later hours, music venues, or new businesses with musicians playing. For some people it is fun to hear, to others it is disturbing.
- Bailey said that other cities face the same dilemma of noise complaints. She brought this matter to Council to see if they thought the Noise Ordinance needed to be re-evaluated. She wanted to form a balance with all involved, especially for neighbors that live next to businesses.
- Bailey reviewed the current Noise Ordinance with Council and said that maximum decibel level is 85. All times the Police Department has received any noise complaints, the levels have never exceeded this level.
- Bailey reviewed some other noise ordinances of other cities.
- Bailey said that the County of Lampasas does not have a noise ordinance.
- Bailey said that she had invited local business owners that have music venues to attend this meeting. Also present are neighbors to these businesses that want to express their concerns.

Mayor Talbert asked if current business owners would be grandfathered if they were once in the County and now in the City. Her concern was that Putters and Gutters voluntarily requested to be annexed into the City and she would hate for it to change and effect his business when the County does not have a noise ordinance and had he stayed in the County, Council would not be hearing any concerns of noise from his business establishment.

Police Chief Bailey said that it would be up to Council whether to grandfather this business from the current City Noise Ordinance. But even if not grandfathered, this business establishment has never been out of compliance of the decibel level.

Roy Cockrell, Putters and Gutters owner, informed Council that he hires a sound production crew for all his music events that keep up with the sound decibel level to ensure compliance. This crew costs him \$1,800.00 for every event. The only thing he cannot control is the band sound preference to everyone.

Andy Garcia, neighbor to Putters and Gutters and outside the City limits, expressed his complaint of noise most recently from a music event that had tejano music that was too loud. Why does the music have to be too loud was his question. He was just seeking a reasonable solution. He spoke about the Round Rock noise ordinance. He felt that the City of Lampasas Noise Ordinance maximum of 85 decibel level was too high.

Connie Hartmann, also a neighbor South of Putters and Gutters and outside the City limits, said that she appreciates all that Roy Cockrell has done for the community and she has never called the Police Department to complain about noise coming from his establishment, instead she has called Mr. Cockrell. She said that she did not want to be a bad neighbor but the last music event was too loud.

Edith Wagner Harrison, County resident that lives a quarter-mile from Putters and Gutters, also said that she is grateful for all that Roy Cockrell has done for our community and the kids but this last music event was too loud.

Police Chief Bailey said that Lampasas is growing and sounds are changing. Though there have not been any business establishments out of compliance, she just thought she should bring this item to Council's attention.

Mayor Talbert moved back to Item 2.

2. Discussion regarding draft Development Participation Policy and Process.

City Manager deGraffenried explained that on April 23, 2019, Council devoted time to discussion of the criteria that could be used in evaluating projects for City participation. Based on discussion Staff drafted the attached memo and worksheet for further discussion and recommendation prior to a formal policy being considered. Staff is of the opinion Council does have the latitude to consider participation under the concepts presented prior to formal adoption if desired.

deGraffenried reviewed his memo that included the following Council expressed consensus items:

- The developer/property receiving direct benefit from an improvement should pay for that improvement.
- Council should have the latitude to review projects and developments on a case-by-case basis. Council should have negotiating latitude to scale participation based on cost share or length of utility extensions.
- Council should base participation on available resources.

deGraffenried reviewed a proposed Development Participation Staff Report form that includes five separate considerations.

1. Project Scoring Narrative that scores the development within identified areas of Council importance. The items that Council rated highest in terms of consideration, ROI and Primary Jobs, have a higher number of possible points.
2. Council Participation Recommendations that provide assessment and recommended participation for Council consideration.
3. Public Benefits that acknowledge additional public benefits, such as water main looping, and possible participation for Council consideration.
4. Exchanges, Quid pro Quo and in lieu of, that provide an assessment of possible benefits to both the developer and City by working cooperatively.
5. Systems Impact to seek comment and assessment from City departments in the event on-going maintenance, utilities, or public safety services will be impacted.

deGraffenried has also reviewed an example report for Council to review on a QSR locating on Key Avenue. He explained that the exhibits are considered drafts and subject to Council input and modification. He also said that the thresholds are arbitrary and seeks Council input.

Council liked the fact that there is boxes to provide Council a lot of important information when items are presented to them.

4. Discussion regarding City Logo.

Mandy Walsh, Economic Development Director, explained that as part of the Council Work Plan, Staff engaged a designer to create logo options for Council review and direction. It is staff's understanding that the logo would provide a consistent message on cards, letterhead, signage, and digital media. Staff attempted to incorporate reference to our natural resources in the logo while maintaining a clear, clean and readable message. Staff is seeking Council input and further direction that will lead to a final choice

Walsh showed Council some logo examples that she has been working on with a local graphic designer. There were three examples that Council were more favorable to but wanted some slight adjustments made to them.

Walsh will work on and present back to Council.

5. Discussion regarding any item on the regular agenda

There was no discussion.

6. Adjourn Workshop Session

Council member Clark moved to adjourn the workshop session at 6:57 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

A break was taken before going into regular session.

REGULAR SESSION 7:00 P.M.
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 7:10 p.m.

B. Invocation and Pledge of Allegiance

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

C. Presentations and Proclamations

- "National Police Week" May 12-18, 2019

Mayor Talbert read out loud the proclamation and proclaimed the week of May 12-18, 2019 as National Police Week.

- "National Public Works Week" May 19-25, 2019

Mayor Talbert read out loud the proclamation and proclaimed the week of May 19-25, 2019 as Public Works Week.

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, however, Council member White read an email that he received from Dena Weems that praised the service she received from Frank Ellett, Building Official, and Ronnie Withers, Fire Marshal. They were very professional and she and her husband, Lyndon Weems, had wanted to express their appreciation to them by providing them a gift each as a token of appreciation. They were told that the employees were not allowed to receive those gifts and they wanted the City to consider changing that policy if possible.

1.2	Public Hearing to receive citizen input regarding the Ordinance of the City of Lampasas to adopt a Water Conservation and Drought Contingency Plan for the City of Lampasas to promote responsible use of water and establishing criteria for the initiation and termination of drought response stages including restrictions and providing for penalties and/or severability and an effective date.
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Gary Cox, Assistant City Manager, explained that in October 2018, Council approved a professional services agreement with Jones-Heroy & Associates, Inc. to update the water conservation and drought contingency plans for the city in accordance with requirements of the Texas Water Code and rules of the Texas Commission on Environmental Quality. Jones-Heroy has completed a draft of the updated plan. The plan has been reviewed by Staff and was posted on the City website with a notice of the public hearing soliciting public comment on the plan. This agenda item provides citizens and staff the opportunity to provide input regarding the draft Water Conservation Plan and Drought Contingency Plan prior to the approval of the first reading of the Ordinance.

Jason Jones, with Jones-Heroy & Associates, Inc., was present at the meeting. He reviewed some information on the Water Conservation and Drought Contingency Plan:

- He noted that the Plan establishes an overall goal of 1% reduction per year over 10 years.
- The City will attempt to eventually reduce total per capita water consumption to 140 gallons per capita per day, which reflects the statewide goals stated in the Texas Water Development Board 2016 Regional Water Plan.
- The City has established the following combination of goals to meet state and regional goals for its water conservation plan:
 - Reduce per capita consumption. The City’s 5-year average annual capita treated water use for 2014-2018 was 185 gallons per day. The City’s goals are to reduce the gallons consumed per capita per day in the next five years to 176 gallons per day, and in the next ten years to 167 gallons per day.
 - Reduce unaccounted for water. The City’s 5-year average per capita unaccounted for water for 2014-2018 was 33 gallons per day. The City’s goals are to reduce the unaccounted for water in the next five years to 31 gallons per capita, per day and in the next ten years to 30 gallons per capita per day.

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

Council member Kuehne moved to close the public hearing. The motion was seconded by Council member White 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 April 22, 2019

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

2.2	Discussion and possible action concerning approval of minutes of the special meeting on April 23, 2019
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Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from April 1, 2019- April 30, 2019.

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

4.0	BOARDS/DEPARTMENT REPORTS
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There were no Board or Department reports.

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- HCCAA Lease - In reviewing a request to utilize the City owned Senior Center located at 8th Street and Live Oak, Staff determined that the current lease with Hill Country Community Action Agency had reverted to rollover status. Council may recall in the last several years, at Council direction, Staff had inquired regarding the conveyance of the property to HCCAA, however; their Board declined the City's offer. During that time, the City also submitted a draft lease to their Board that was not acted on. Staff has contacted HCCAA and resubmitted the draft for their consideration and will prepare a future agenda item for Council consideration of the same.
- Fire Chief - Staff has requested writing samples from the 14 remaining Fire Chief candidates for use as the basis for interview selection. Candidates were supplied information related to the vision, culture and issues of the department and asked to respond regarding their approach and management style. Staff should be prepared to scheduled interviews after review, likely by May 17.
- Training - As a reminder, Board, Committee and Council training has been scheduled for May 20, 2019 at the Hostess House starting at 5:30 p.m. Staff has asked the City Attorney to develop an agenda related to governance, meeting management, open meeting pitfalls and dealing with the

public. Additional, follow-up trainings may also be scheduled based on needs of the individual Boards. A meal will be provided.

- Communications - With the election in the rear view mirror, Staff takes the opportunity to seek input regarding communication needs of Council. Currently, and in the past, the City Manager has set standing meetings with individual Council members, and has been available by phone or in the office. I would offer a standing meeting, with less than a quorum of members, at your convenience, or schedule time prior to meetings for individuals based on your needs.
- New Staff - Staff takes the opportunity to welcome Juan Tiscareno to the Street Department; Roy Bailon and Rodney Kepler to the Parks Department; and Marisa Moreno as new Dispatcher for the Police Department. Please feel free to introduce yourself and welcome our new staff if the opportunity arises.
- Town Hall - Staff is seeking Council input on the rescheduled Town Hall meeting. Staff inadvertently scheduled the meeting on the May 30, 2019, however; I failed to note Council conflicts with that date. The identified items for the agenda included discussion and comment on the FY 2020 Budget and the upcoming Comprehensive Planning process. After discussion, Council unanimously agreed that the Town Hall meeting be rescheduled for June 17, 2019 at 6:00 p.m.
- Budget Calendar - Attached is the draft Budget calendar for FY 2020 for Council review and comment. Staff is currently preparing year-end projections and initial departmental budgets for internal review. As indicated, the calendar also includes CIP action and reporting to be included in the 2020 budget. Recognizing previous comments from Council, staff also seeks opportunities for dialogue between elected officials and departments to understand operational needs and to set priorities.
- Local Option - With the approval of Proposition 1, Staff has asked the City Attorney to advise Council on the implementation and approval of regulations related to the sale of alcoholic beverages and the location of those businesses. The Texas Alcoholic Beverage Code only allows Cities to regulate these businesses and premises to the extent the Code specifically grants the authority to the City. As previously reported, the City has approved regulations related to late hour operation and distance to schools and churches. With the new designation, the City will also have the authority to regulate locations of businesses whose gross revenues are at least 75% alcohol; and to prohibit businesses from locating in residential areas.
- W/WW Shop/Lab - On Tuesday, Staff met with the awarded contractor and architect for the City's water and wastewater shop and lab project. The pre-construction agenda included review of the site, working conditions, submittal schedule and process, and inspections. The contractor has secured all bonding and insurance for the project and a notice to proceed will be issued with a construction commencement date of May 13, 2019. The project is contracted on a 180-day schedule.
- TxDot - As previously mentioned, representatives from TxDOT held a brief meeting with representatives from LISD, the City and the County. Discussion included the configuration of south 281 from US 183 to the County line, and the routing of improvements and connections to US 281, US 183 and US 190. South 281 major changes include the 2 North and South lanes with a left-turn center lane, and the elimination of the traffic signal at US 281 and Ohnmeiss Blvd. The current US 281 bridge over Sulphur Creek would likely be classified as a US 281 spur or business route. TxDOT has tentative plans to conduct 4 public meetings on the design with a final plan targeted for July of 2020. At this time, construction is estimated to begin during the summer of 2022.
- Personnel Policy - City Staff will provide a draft copy of the revised City of Lampasas Personnel Policy and Guidelines. The draft includes various updates to address outdated procedures and modifications for workman's compensation claims, probationary periods for promoted staff and administration of personnel information including driving records. Staff will also recommend

several ancillary policies for certification pay, use of technology and cell phone allowances. Staff provides this for Council review prior to formal discussion at a future meeting.

- COG Addressing - As Council may be aware, the Council of Governments ("COG") is the entity responsible for the 911 addressing for the City. The COG has previously assessed some addressing in the City by windshield tour, and has been tasked with addressing for new subdivisions. Of note is the new method of spacing 6 numerals between homes in the event of accessory dwelling units being constructed in the future. The inconsistent numbering scheme throughout the City will require diligent pre-planning by our first responders who may not have auto cad addressing in their units.

5.2	MAYOR'S COMMENTS
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The Mayor did not have any comments to make.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding changing the date of the 2 nd meeting in May from Monday the 27 th to Tuesday the 28 th due to Memorial Day Holiday.

Council member Kuehne moved to approve changing the date of the 2nd meeting in May from Monday, May 27, to Tuesday, May 28, due to Memorial Day Holiday. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding the approval, denial or approval with modifications of the Preliminary Plat for Brodie Estates
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Gary Cox, Assistant City Manager, explained that the property is described as a replat of lots 2, 3 & 4 Brodie Estates, Burluson. J Abstract 42, City of Lampasas, Lampasas County, Texas. Mr. Stephen McDonald and Mr. Chris Harrison are asking Council to consider approval, denial or approval with modifications the Preliminary Plat of Brodie Estates.

Cox reviewed the following:

- The proposed development is 6.70 acres and they plan on building 22 homes.
- The lots meet the zoning requirements for Single Family Residential- 6 "SF-6".
- City water, sewer and electric is available.
- A drainage/detention lot has been proposed on the corner of Brown and Elijah Lane.
- Attached for Council review is the Preliminary Plat Summary Letter dated April 30, 2019 and the Engineer's Summary Letter dated May 8, 2019. The Civil Plans including drainage calculations and impact to existing subdivision is under review by third-party engineering firm in preparation for Final Plat Approval.
- The Planning and Zoning Commission heard this request on May 2, 2019 and recommended approval to City Council.

Cox informed Council that Stephen McDonald, Developer, and his Engineer, Sam Walker, were present at the meeting if there were any questions.

Council member Clark moved to approve the Preliminary Plat for Brodie Estates as presented. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding the Stone Valley Development Agreement
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Gary Cox, Assistant City Manager, explained that on April 22, 2019, the developer, Deorald Finney met with Council and rejected the previously approved agreement. After discussion, City Staff was provided direction to meet with Mr. Finney and revise terms of the agreement related to the calculations of cost for Rice Street improvements and the period for the build out of the sub-development.

Cox reviewed the following information:

- Staff reviewed historical drafts of agreements and found at least three versions of varying distances and amounts that were previously considered in regards to Rice Street.
- It also appears that costs for curb and gutter installation was not considered in previous drafts, however, is required by the current subdivision regulations.
- In 2007, Ordinance 1177 was adopted by Council dedicating ROW to the development and accepting a dedication of new ROW to provide for the connectivity of Rice Street into the development. This also allowed for lots 59 and 60, as reflected on the plat, to be included in the development as they were previously within the original ROW of Rice Street.
- Based upon the exhibits attached to the ordinance, Staff and Mr. Finney agreed to use the original property line to the terminus of the existing paved portion of Rice Street as the area subject to this discussion. The developers cost to provide improvements to this area include approximately 988 linear feet of curb/gutter and approximately 1600 sq. yds. of base/asphalt at an approximate cost of \$53,540.00.
- Additionally, since the last discussion, Mr. Finney has requested the City's participation in the installation of approximately 800 linear feet of curb/gutter along Willis Street adjacent to the development for \$21,600.00 as reflected in Exhibit E of the attached agreement.
- Staff has asked the City Engineer to review the need for curb/gutter at this location. It was recommended that we consider the installation to avoid future drainage related issues.
- The developer has already modified initial plans for the drainage and installed a curb inlet box to convey storm water into the detention ponds within the development, however curbing is need to channel the storm water into the inlet. Current plans call for an earthen berm along the rear of lots backing to Willis Street. However, these will likely erode over time, and create additional issues.
- Current street standards require curb and gutter to be installed on all new or reconstructed City streets with certain exceptions, however at the time the City constructed Willis Street, these requirements were not in place and it was not installed.
- The period for the development was also adjusted per discussion to reflect a 5-year build out of 50%. The term of the agreement and any benefits, expire at the end of five years.
- All infrastructure provided by the developer subject to this agreement is required to be completed within two (2) years per the governing ordinances.
- Should a default occur, the agreement provides for a recapture of any benefits provided including the costs for electrical system installation.
- This agreement does not waive any building permit fees.

Mayor Pro Tem Monroe asked if the 800 linear feet of curb and gutter along Willis Street is a benefit to the City or a benefit to Mr. Finney?

Assistant City Manager Cox said that the general opinion from the City Engineer is that it would be a benefit to the City to put in this curb and gutter.

Council member Kuehne moved to approve the Stone Valley Development Agreement as is and provide reimbursement to Mr. Deorald L. Finney as follows: \$75,140.00 from the Street Maintenance Fund and \$33,324.00 from the Water/Wastewater line item. The motion was seconded by Council member Toups and with a vote of five in favor and two opposed (Monroe & Talbert), the motion carried.

7.4	Discussion and possible action regarding the award of a Bid to Canales-Dibble Contractors, Inc. in the amount of \$27,850.00 for flatwork to improve the parking lot conditions behind City Hall; specifically existing curb islands to be center poured in concrete, new curb island with curb and center poured in concrete; sidewalk and curb and driveway apron
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Rickie Roy, Public Works Director, explained that this is the first phase of the City Hall parking lot rehabilitation. The request for sealed bids on this project was published on April 5, 2019 with a bid opening held on April 23, 2019. A total of three (3) bids were received in response to the solicitation. One bidder did not follow bid requirements and could not be considered. The apparent low bidder (Canales-Dibble Contractors, Inc.) is qualified and able to perform work as specified.

Council asked if this bid was for curb and gutter only. Mr. Roy replied yes.

Council member Clark asked if this parking lot project could be presented as an entire project including paving to see a total cost for this project. Mr. Roy said it could be. City Staff would have to get estimates for paving and then bring back all the information for consideration.

No action was taken.

7.5	Discussion and possible action concerning Professional Services Proposal between the City of Lampasas and Eckermann Engineering, Inc. for Live Oak water line extension in an amount not to exceed \$14,000.00.
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Gary Cox, explained that the City has received a proposal for a commercial development at the Sante Fe Depot located on Second Street. A request for utility routing was made to the City to determine availability of services. City Staff has determined that water services are available in Second Street, which fronts the development and in North Street, which is to the rear of the development. However, water is not available in Live Oak Street, which will be needed to provide domestic and fire protection to the west side of the development. Additionally, the developer owns three (3) residential lots fronting Live Oak Street, which will be served with this line extension. The extension will also benefit the water distribution system overall by providing a loop between Second Street and North Street. Traditionally the City has provided for the costs of engineering services related to the design of utility extensions.

Cox said that Staff is requesting Council consider the request for engineering of the water line extension so a probable cost of construction can be provided to facilitate the development and for the overall benefit of the water distribution system.

Mayor Talbert said that traditionally the City has paid for the engineering services related to the design work of utility extensions, however, she expressed concern that the City could bear the expense of engineering fees and the project not be done, whether this project or any other project that requires a utility

extension. She felt that a development agreement between the City and the developer should be in place before the City pays for any expenses.

Mayor Pro Tem Monroe moved to approve, contingent upon a development Agreement, the Professional Services Proposal between the City of Lampasas and Eckermann Engineering, Inc. for Live Oak water line extension in an amount not to exceed \$14,000.00. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.6	Discussion and possible action concerning Professional Services Proposal between the City of Lampasas and Eckermann Engineering, Inc. for replacement of water and wastewater lines in the alley behind the North 400 block of Key Avenue between W. Avenue C and W. Avenue D in an amount not to exceed \$10,500.00
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Gary Cox, Assistant City Manager, explained that the City has received building permit applications for a Burger King, to be constructed at 404 Key Ave between W. Ave C and W. Ave D. In reviewing the availability of utilities to serve the location, City Staff inspected the wastewater line, which is within the alley behind the location. Based upon this review, it was determined the line has aged and deteriorated to point which Staff recommends replacement. This is in the same general area in which Staff has recently replaced water/wastewater infrastructure due to age/condition and has a pending CDBG Grant project for the same within W. Ave C.

Cox said that while the alley was not identified as a project for the current FY, the Burger King development has plans to pave the alley as a public improvement. Due to the improvement of the alley, Staff recommends replacement of the water/wastewater lines to avoid additional costs in the future by having to re-pave the alley, as well as future disruption to the business and residents who utilize the alley for access to their homes. Staff is requesting Council consider the request for engineering of the water/wastewater line replacements.

Mayor Talbert reiterated that it should be contingent upon a development agreement between the City and Burger King before any costs are incurred.

Mayor Pro Tem Monroe moved to approve, contingent upon a development agreement, the Professional Services Proposal between the City of Lampasas and Eckermann Engineering, Inc. for replacement of water and wastewater lines in the alley behind the North 400 block of Key Avenue between W. Avenue C and W. Avenue D in an amount not to exceed \$10,500.00. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.7	Discussion and possible action regarding the composition and neighborhood representation for a Comprehensive Plan Steering Committee
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Gary Cox, Assistant City Manager, explained that the City Council approved a contract with Halff & Associates for services related to the development of a Comprehensive Plan. The Council has provided direction that citizen/community involvement is a critical component of the plan development. In discussion with Halff, it is recommended that Council consider a 12 to 15-member steering committee to participate in the process and provide recommendations to Council regarding the plan. Based upon input from Halff the following is a suggested composition of the committee: 1 – Council Member, 7 –members to provide neighborhood, community representation, 1 – Planning and Zoning member, 1- Economic Development member, 1 – Parks & Recreation member, 1 – Lampasas Independent School District representative, 1 – Extraterritorial Jurisdiction representative, 1 – County Official, and 1 – Chamber of

Commerce Official. Additional consideration should also be given to ensure representation of members with knowledge of land use, development processes, real estate (planning and zoning, zoning board of adjustments (variances), builders and/or real estate agents). The Committee should be established for an anticipated mid-June meeting.

Cox also said that some members may play dual roles if they serve on more than one Board.

City Manager deGraffenried said that all Council members can participate on the committee if they wanted to and not necessarily just one Council member as suggested. He also said that this item could be placed as a workshop item on the next Council meeting. He asked that Council consider individuals that might be interested to be on this committee and be prepared to provide their names at the meeting.

No action was taken.

7.8	Discussion and possible action regarding the first reading of an Ordinance adopting a Water Conservation and Drought Contingency Plan for the City of Lampasas to promote responsible use of water and establishing criteria for the initiation and termination of drought response stages including restrictions and providing for penalties and/or severability and effective date.
-----	---

Gary Cox, Assistant City Manager, explained that in October 2018, Council approved a professional services agreement with Jones-Heroy & Associates, Inc. to update the water conservation and drought contingency plans for the city in accordance with requirements of the Texas Water Code and rules of the Texas Commission on Environmental Quality. Jones-Heroy has completed a draft of the updated plan. The plan has been reviewed by City Staff and was posted on the City website with a notice of the public hearing soliciting public comment on the plan.

Cox indicated that a draft ordinance providing for the adoption of the plan and updating/replacing relevant provisions of Chapter 82 (Utilities) Division 3 (Conservation) of the Code of Ordinances has been provided for Council consideration.

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance adopting a Water Conservation and Drought Contingency Plan for the City of Lampasas to promote responsible use of water and establishing criteria for the initiation and termination of drought response stages including restrictions and providing for penalties and/or severability and effective date. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.9	Discussion and approval of a Resolution of the City Council of the City of Lampasas, Texas, Authorizing the submission of a Texas Community Development Block Grant Program Application to the Texas Department of Agriculture for the Fire, Ambulance and Services Truck Fund; and authorizing the Mayor to act as the City's Executive Officer and Authorized representative in all matters pertaining to the City's participation in the Texas Community Development Block Grant Program.
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Gary Cox, Assistant City Manager, explained that the Texas Department of Agriculture requires a Resolution be approved authorizing the submission of a Texas Community Development Block Grant Program Application for the Fire, Ambulance and Services Truck Fund for a replacement fire truck in the amount of \$ 500,000.00.

Mayor Pro Tem Monroe moved to approve a Resolution of the City Council of the City of Lampasas, Texas, Authorizing the submission of a Texas Community Development Block Grant Program Application to the Texas Department of Agriculture for the Fire, Ambulance and Services Truck Fund; and authorizing the Mayor to act as the City's Executive Officer and Authorized representative in all matters pertaining to the City's participation in the Texas Community Development Block Grant Program. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.10	Discussion and approval of a Resolution of the City Council of the City of Lampasas, Texas, authorizing the City Manager to act as the City's authorized representative signature certifier (Re-Sign-Cert) for the USDA Reconnect Grant Program
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Mandy Walsh, Economic Development Director, explained that the USDA requires an authorized individual to be the Representative-Signature-Certifier for the City of Lampasas in order to access the Online Application System for the USDA Reconnect Loan Grant Program. The Resolution names Finley deGraffenried, City Manager, as the assigned Representative-Signature-Certifier security role on behalf of the City and Mandy Walsh, Economic Development Director, as assigned Administrator security role.

Mayor Pro Tem Monroe moved to approve a Resolution of the City Council of the City of Lampasas, Texas, authorizing Finley deGraffenried, City Manager, to act as the City's authorized Representative-Signature-Certifier security role on behalf of the City and Mandy Walsh, Economic Development Director, as assigned Administrator security role. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.11	Discussion and approval of a Resolution of the City of Lampasas, Texas hereinafter referred to as "Applicant" designating certain officials as being responsible for, acting for, and on behalf of the "applicant" in dealing with the United States Department of Agriculture's (USDA's) Rural Development (RD) Rural Utility Service (RUS), referred to as the 'RUS', for the purpose of requesting federal assistance for Rural Development in the City of Lampasas through the RUS'S Reconnect Program, hereinafter referred to as the "Program" and certifying that the "Applicant" is eligible to receive program assistance.
------	---

Mandy Walsh, Economic Development Director, explained that the USDA requires a Resolution from the City stating the City is to receive Federal Assistance for Rural Development through the Rural Utility Service's Reconnect Program, along with an authorized representative of the City, preferably the City Manager, to act as applicant.

Council member Kuehne moved to approve a Resolution of the City of Lampasas, Texas hereinafter referred to as "Applicant" designating certain officials as being responsible for, acting for, and on behalf of the "applicant" in dealing with the United States Department of Agriculture's (USDA's) Rural Development (RD) Rural Utility Service (RUS), referred to as the 'RUS', for the purpose of requesting federal assistance for Rural Development in the City of Lampasas through the RUS'S Reconnect Program, hereinafter referred to as the "Program" and certifying that the "Applicant" is eligible to receive program assistance. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.12	Discussion and possible action regarding selection of winner of web site photo contest entry.
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Monica Wright, Information Systems Director, explained that there was only one photo submitted:

- Entry 1 from Kouwende Cann “Pretty Skyline with Semi”

Mayor Pro Tem Monroe moved to select Entry 1 from Kouwende Cann “Pretty Skyline with Semi” as the winner of the website photo contest. The motion was seconded by Council member Clark and with a vote of six in favor and one opposed (White), the motion carried.

7.13	Discussion and possible action regarding the selection of a firm to provide administrative services for the 2019/2020 Community Development Block Grant FAST Program.
------	---

Gary Cox, Assistant City Manager, explained that in accordance with the requirements of the CDBG FAST Grant application, City Staff requested phase two solicitations for administrative services. Solicitations were sent to five (5) firms listed on the Texas Department of Agricultural website as being prequalified to provide services. Langford Community Management Services provided the sole response to the request and is qualified to provide the services. City Staff recommends selection of their firm to provide administrative services for the 2019/2020 Community Development Block Grant FAST Program.

Council member Williamson moved to approve the selection of Langford Community Services to provide administrative services for the 2019 Community Development Block Grant FAST Program. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

Adjourn

Council member Clark moved to adjourn the meeting at 8:35 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2019.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

**MINUTES OF SPECIAL TRAINING SESSION OF THE GOVERNING BODY
AND APPOINTED CITY BOARDS
OF THE CITY OF LAMPASAS, TEXAS
LAMPASAS HISTORIC HOSTESS HOUSE
1406 SOUTH HIGHWAY 281
MONDAY, MAY 20, 2019
5:30 p.m.**

Council Members present:

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

Council Members absent:

Michael White

City Staff Present:

Finley deGraffenried, City Manager
Gary Cox, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Assistant City Secretary
Vicki Tower, Administrative Secretary
Yvonne Moreno, Finance Director
Mandy Walsh, Economic Development Director
Robert Gradel, Municipal Court Judge
Chris Eicher, Parks & Recreation Director
Shanda Subia, Library Director
Van Berry, Golf Course Manager

Board members Present:

Bill Burns, CBAA
Ronnie Vineyard, LEDC
Jerry Grayson, ZBA Board
Harvey Stinnett, Parks Board
Patsy Graves, Golf Advisory Board
Joe Bell, Golf Advisory Board
Richard Stockman, Golf Advisory Board
Brandon Butts, ZBA Board
James Skinner, P&Z Commission
Jack Harrell, ZBA Board
David Millican, LEDC
Steve Hudson, LEDC
Roland Schaub, LEDC
Jeff Jackson, P&Z Commission
Roberta Gradel, Parks Board
Karen Love, Library Board

Henry Fiur, P&Z Commission
Jackie Baltrun, P&Z Commission
Marisa Canales, P&Z Commission
Robert Lansford, Airport Board
George Elsea, Airport Board
Kenneth Cattles, Airport Board
Sheryl Hausmann, Library Board
Susan Browder, Library Board
Ruthie Martin, Library Board
Judy Lansford, Library Board
Diane Davis, Parks Board
Shirley Blake, Parks Board

1. Call to order Special Training Session

The meeting was called to order at 5:35 p.m.

2. Presentation and review by Jo-Christy Brown, City Attorney, on the following topics:

Jo-Christy Brown, City Attorney, reviewed a power point presentation that addressed the following topics:

- Public Information Act
 - What is Public Information?
 - What type of documents must be provided?
 - What will the requestor get?
 - Does the City have to provide everything that you/it has?
 - What are other common exemptions?
 - How quickly must records be provided?
- Open Meetings Act
 - What is the purpose of the Act?
 - Post notices of meetings
 - Daisy Chain Communications
 - Are there Exceptions to the Open Meetings requirements?
- Traps for the Unwary
 - Conflicts of Interest
 - Nepotism
 - Misuse of Government property
 - Gifts
 - Coercion
 - Honorariums
 - Bribery
 - Official Oppression
 - Misuse of Public Information
- City of Lampasas Rules
 - City Council Governance Policy
 - Council/Manager form of Government
 - Council and Staff relations

- Conducting Public Meetings
 - Roberts Rule of Order
 - Importance of Parliamentary Procedures
 - Informal Meetings
 - Chairperson’s responsibilities
 - Member’s responsibilities
 - The Rule of Majority
 - Justice, Impartiality and Equality
 - Taking up business one thing at a time
 - Promoting courtesy
 - Main motions

There was opportunity for questions during all items of discussion.

City Manager deGraffenried thanked City Attorney Brown for her informative presentation and also thanked all Board/Commission members for attending this important training.

3. Adjourn Training Session

The meeting was adjourned at 7:20 p.m.

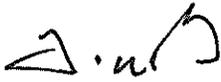
PASSED AND APPROVED this _____ day of _____, 2019.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary

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City Manager

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

Subject: Discussion and Possible Action on the Receipt of the Monthly Investment Report for April 2019.

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

Date Submitted: May 20, 2019 For the Agenda of: May 28, 2019

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

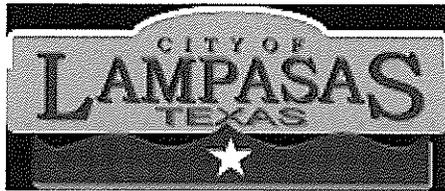
Summary Statement:

The weighted average maturity of City investments is 15 days.

The City's yield to maturity is 1.854

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$3,663,045.38	22.06%
TexStar	\$1,777,829.89	10.70%
Bancorp South	\$5,268,167.90	31.72%
Money Market	\$3,894,580.03	23.45%
Frost Bank- Checking	\$ 105,485.10	0.64%
Federal Agency Securities	\$1,899,210.7	11.44%

Recommendation: Motion to approve by consent.



Monthly Investment Report
April 30, 2019

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS



Global Growth Weakens

Global growth continues to slow with weakness in the UK, Europe, Germany and China. The UK is still frozen due to Brexit. The latest delay worsens the frozen investments and lost customers for UK manufacturers. UK's *MakeUK* businesses have frozen investments to build up inventories in case a no-deal Brexit strangles trade lines. Other UK businesses are investing in warehouses and offices in Europe. But, even with no clear solution on the deal, the UK has shown some growth in its labor markets as a bright side.

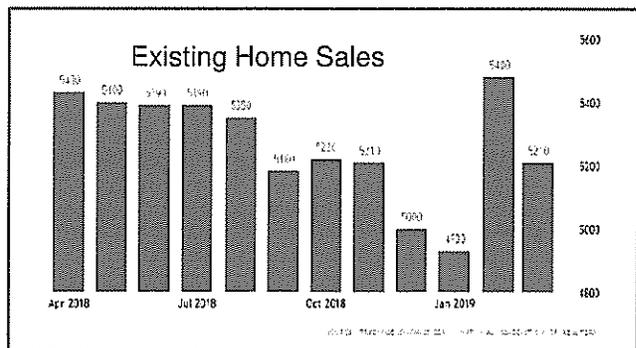
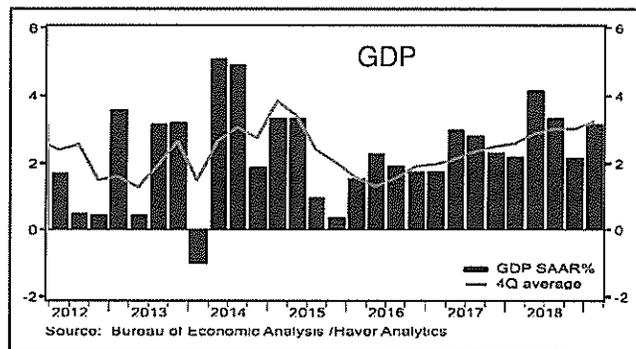
The Eurozone's powerhouse, Germany, has seen a manufacturing contraction for the 4th consecutive month. That news, despite strength in the service sector, added a push for Germany to lower its 2019 growth forecast from 1.0% to 0.5% - the second reduction in just three months. Some German inflation has started to appear but not enough to change low rate projections.

Chinese policymakers are hoping to reverse their slowing growth. The manufacturing index (Caixin) has improved to 2018 levels but industrial production has dropped significantly. The index is barely remaining within expansionary levels. Exports and industrial production numbers in China also remain stressed. The face-to-face talks scheduled between China and the US will help all these situations if a deal is struck in May. The sticking point seems to be the regulation process-as always. Once trade starts to flow it should have a major impact on China and will eventually extend to all global trading partners. Just reducing uncertainty will have a positive impact.

As expected, Japan remains the weak sister globally. In response, the Bank of Japan has left its dovish policy unchanged maintaining overnight interest rates at -0.1% and its target on the 10-year bond at around zero!

One bright spot for Europe is better 1Q consumer spending in France, Spain and Italy all of which had been struggling for any growth. With the summer tourist season starting the lower climes should see some tourist funds coming their way to help.

Against this global backdrop the US continues to grow – albeit at a slower pace. GDP surprised with a spurt to 3.2% against the expected 2.3% taking the YOY to 3.2% and the strongest 1Q in four years. Most of the growth was in inventories and trade with the consumer, housing and business investments losing ground. All together it justifies the Fed's sideline position.



Slow and Patient Wins the Race

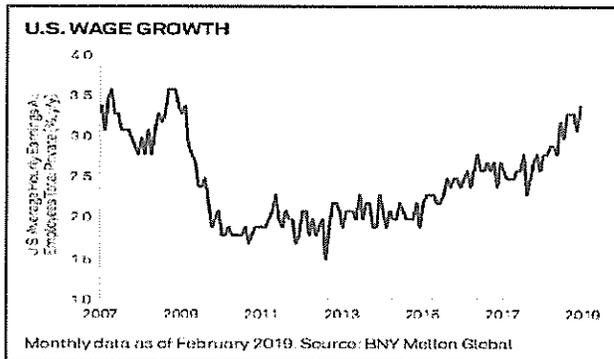
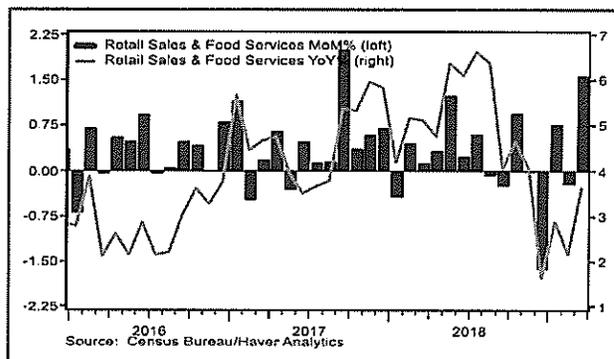
The Fed is likely to continue their *patient and data dependent* position but focus increasingly on inflation and the disinflationary trend which is becoming evident. In a somewhat unexpected move in March the Committee had essentially eliminated expectations for further policy action this year, while reducing the outlook for growth and inflation. Amid rising risks of a global slowdown, along with threat of weakness in US data, the Fed appears relatively comfortable with policy action already taken over the last few years. Downside risks could sway the Committee to a more defensive position and some members have been lining up conditions that would warrant a cut. But until trends develop the Fed is unlikely to create more volatility in the markets based on suppositions. Like the wage growth in Europe however the wage pressures in the US continue and could ultimately affect inflation. Indicators are seemingly as volatile as the equity markets in many categories.

New home sales unexpectedly rose to a 16 month high whereas new home prices fell YOY 9.7%. Home prices had been rising with wages but in 2018 consumers became unable or unwilling to afford that big ticket purchase at such heightened levels with a accompanying negative sales trend. This matches a decline in existing home sales now stretching to 13 months. As a barometer, the housing market suggests a continued broad slowdown in the US, perpetuating a sidelined Fed and potentially the need for defensive policy action sooner than later.

Retail sales have been unusually volatile also adding mixed signals. Recent strong sales help boost estimates for first-quarter spending. Twelve of the 13 major retail categories have increased with clothing and food leading the way. Durable goods (big ticket items) also have been increasing and stand at a seven month high. Even with Boeing's 737 Max difficulties overall transportation orders gained.

Inflation remains the outlier. The U.S. has ended waivers on sanctions for countries buying oil from Iran, but analysts do not expect a sustained increase in oil costs arguing an increased global supply will thwart rising energy prices.

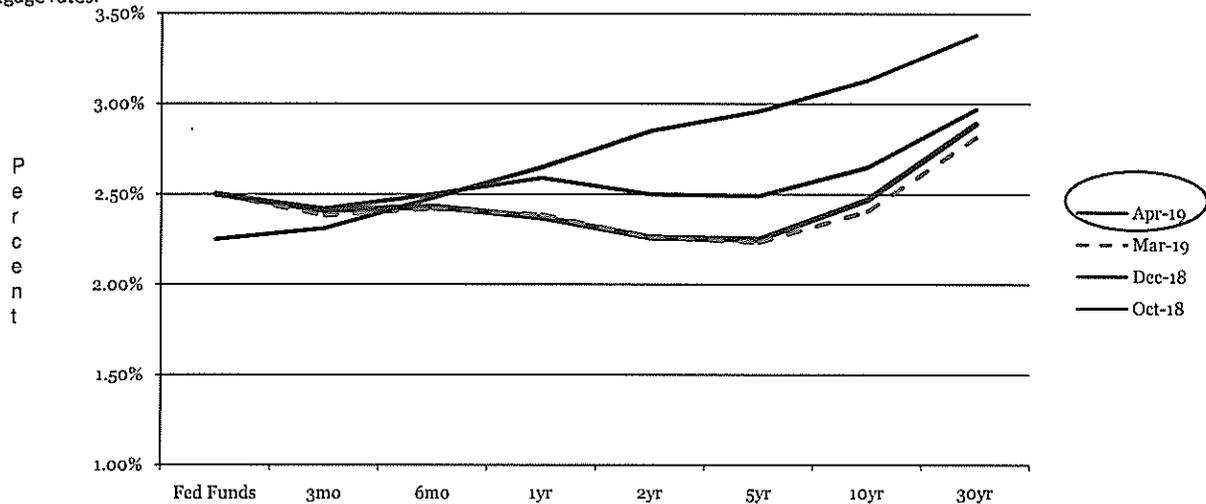
Signals are mixed and probably will remain so but slow and patient should win the race.





The Inverted - Slightly - Curve

- The old adage of *Sell in May and Go Away* (for the summer) doesn't seem to be in play yet. The equity markets remain robust and the inversion in the Treasury curve forced by heightened buying remains although the shortest inversion(3-6 month) has moderated somewhat in April.
- The curve at April's end was essentially on top of March's curve since no major changes in the big market driving forces have changed much during the month. The possibility of lower rates though should convince investors to lock in some rates as a hedge against lower rates.
- The preponderance of economists are calling for only one move from the Fed in 2019 and that an ease. That will largely depend on global growth considerations and inflation in the US which refuses to budge in either direction.
- The long end (10 and 30yr) are slow to believe any news but the move down since Dec has generated housing interests with lower mortgage rates.

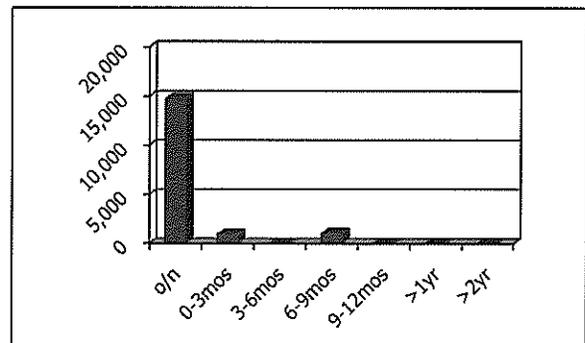
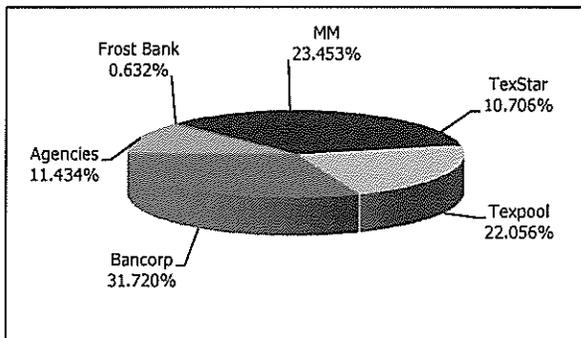


End of Month Rates - Full Yield Curve -- Fed Funds to 30yr

Your Portfolio

As of April 30, 2019

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of a rate increase in 2019 – and possibly two –but not in the first quarter. This slowdown in rate hikes and the potential of decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.
- The non-cash portion of your portfolio is yielding 2.696%.





City of Lampasas, Texas
 Portfolio Management
 Portfolio Summary
 April 30, 2019

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.
Federal Agency Coupon Securities	1,900,000.00	1,899,158.90	1,899,210.70	11.44	302	126	2.696
Bancorp South	5,268,167.90	5,268,167.90	5,268,167.90	31.72	1	1	1.215
Texpool/Texpool Prime	3,663,045.38	3,663,045.38	3,663,045.38	22.06	1	1	2.512
TexStar	1,777,829.89	1,777,829.89	1,777,829.89	10.70	1	1	2.424
Frost Bank	105,485.10	105,485.10	105,485.10	0.64	1	1	0.000
Money Market	3,894,580.03	3,894,580.03	3,894,580.03	23.45	1	1	1.477
Investments	16,609,108.30	16,608,267.20	16,608,319.00	100.00%	35	15	1.854
Cash and Accrued Interest							
Accrued Interest at Purchase		72.92	72.92				
Subtotal		72.92	72.92				
Total Cash and Investments	16,609,108.30	16,608,340.12	16,608,391.92		35	15	1.854

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	24,660.60	180,109.18

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 04/01/2019-04/30/2019
 Data Updated: SET_LAMP: 05/16/2019 13:06
 Run Date: 05/16/2019 - 13 07

Portfolio LAMP
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 Report Ver. 7.3.6.1



City of Lampasas, Texas
 Summary by Type
 April 30, 2019
 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	4,331,875.68	4,331,875.68	26.08	1.214	1
Money Market	5	3,894,580.03	3,894,580.03	23.45	1.477	1
Federal Agency Coupon Securities	2	1,900,000.00	1,899,210.70	11.44	2.696	126
Texpool/Texpool Prime	1	1,745,125.22	1,745,125.22	10.51	2.434	1
Subtotal	11	11,871,580.93	11,870,791.63	71.48	1.717	21
Fund: Cert. of Obligation 2016						
Texpool/Texpool Prime	1	1,917,920.16	1,917,920.16	11.55	2.583	1
Subtotal	1	1,917,920.16	1,917,920.16	11.55	2.583	1
Fund: Electric						
Bancorp South	1	365,489.73	365,489.73	2.20	1.214	1
Frost Bank	1	105,485.10	105,485.10	0.64	0.000	1
TexStar	1	1,777,829.89	1,777,829.89	10.70	2.424	1
Subtotal	3	2,248,804.72	2,248,804.72	13.54	2.114	1
Fund: LEDC						
Bancorp South	2	288,825.59	288,825.59	1.74	1.214	1
Subtotal	2	288,825.59	288,825.59	1.74	1.214	1
Fund: Seizures						
Bancorp South	2	21,470.49	21,470.49	0.13	0.742	1
Subtotal	2	21,470.49	21,470.49	0.13	0.742	1
Fund: Trust						
Bancorp South	2	73,181.20	73,181.20	0.44	1.464	1
Subtotal	2	73,181.20	73,181.20	0.44	1.464	1
Fund: Water						

City of Lampasas, Texas
 Summary by Type
 April 30, 2019
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Water						
Bancorp South	1	187,325.21	187,325.21	1.13	1.214	1
Subtotal	1	187,325.21	187,325.21	1.13	1.214	1
Total and Average	22	16,609,108.30	16,608,319.00	100.00	1.854	15



City of Lampasas, Texas
Fund CASH - Cash
Investments by Fund
April 30, 2019

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Coupon Securities											
3130AFDA2	10053	FHLB Note	11/06/2018	999,210.70	1,000,000.00	1,001,030.00	2.625	2.744	2.782	11/05/2019	188
3136G3TD7	10052	FNMA Call Note	11/06/2018	900,000.00	900,000.00	898,128.90	1.200	2.564	2.600	06/28/2019	58
Subtotal and Average				1,899,210.70	1,900,000.00	1,899,158.90	2.659	2.696			128
Bancorp South											
0474	10004	Bancorp South	09/01/2014	4,315,488.08	4,315,488.08	4,315,488.08	1.214	1.197	1.213		1
3213	10006	Bancorp South	09/01/2014	504.96	504.96	504.96	1.214	1.197	1.213		1
4187	10007	Bancorp South	09/01/2014	15,882.64	15,882.64	15,882.64	1.214	1.197	1.213		1
Subtotal and Average				4,331,875.68	4,331,875.68	4,331,875.68	1.197	1.214			1
Texpool/Texpool Prime											
14103	10000	Texpool	09/01/2014	1,745,125.22	1,745,125.22	1,745,125.22	2.434	2.401	2.434		1
Subtotal and Average				1,745,125.22	1,745,125.22	1,745,125.22	2.401	2.434			1
Money Market											
5001632	10023	Austin Capital Bank MM	01/29/2015	249,861.42	249,861.42	249,861.42	1.000	0.986	1.000		1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	3,107,082.46	3,107,082.46	3,107,082.46	1.510	1.489	1.510		1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	537,634.15	537,634.15	537,634.15	1.510	1.489	1.510		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				3,894,580.03	3,894,580.03	3,894,580.03	1.457	1.477			1
Total Investments and Average				11,870,791.83	11,871,580.93	11,870,739.83	1.693	1.717			21

Fund CERTS16 - Cert. of Obligation 2016
Investments by Fund
April 30, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 385	Maturity Days To Date Maturity
Texpool/Texpool Prime										
14103A	10041	Texpool Prime	11/08/2016	1,917,920.16	1,917,920.16	1,917,920.16	2.584	2.548	2.583	1
Subtotal and Average				1,917,920.16	1,917,920.16	1,917,920.16	2.548	2.584		1
Total Investments and Average				1,917,920.16	1,917,920.16	1,917,920.16	2.548	2.584		1

**Fund ELEC - Electric
Investments by Fund
April 30, 2019**

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	365,489.73	365,489.73	365,489.73	1.214	1.197	1.213	1
Subtotal and Average				365,489.73	365,489.73	365,489.73		1.197	1.214	1
TexStar										
17390	10001	TexStar	09/01/2014	1,777,829.89	1,777,829.89	1,777,829.89	2.424	2.391	2.424	1
Subtotal and Average				1,777,829.89	1,777,829.89	1,777,829.89		2.391	2.424	1
Frost Bank										
1732110	10022	Frost Bank Public Checking	01/20/2015	105,485.10	105,485.10	105,485.10				1
Subtotal and Average				105,485.10	105,485.10	105,485.10		0.000	0.000	1
Total Investments and Average				2,248,804.72	2,248,804.72	2,248,804.72		2.085	2.114	1

Fund LEDC - LEDC
Investments by Fund
April 30, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
1092	10002	Bancorp South	09/01/2014	280,531.44	280,531.44	280,531.44	1.214	1.197	1.213	1
2363	10003	Bancorp South	09/01/2014	8,294.15	8,294.15	8,294.15	1.214	1.197	1.213	1
Subtotal and Average				288,825.59	288,825.59	288,825.59	1.197	1.214		1
Total Investments and Average				288,825.59	288,825.59	288,825.59	1.197	1.214		1

**Fund SEIZ - Seizures
Investments by Fund
April 30, 2019**

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	11,947.21	11,947.21	11,947.21	1.214	1.197	1.213	1
1999	10009	Bancorp South	09/01/2014	9,523.28	9,523.28	9,523.28	0.150	0.147	0.150	1
Subtotal and Average				21,470.49	21,470.49	21,470.49	0.732	0.742		1
Total investments and Average				21,470.49	21,470.49	21,470.49	0.732	0.742		1

Fund TRUST - Trust
Investments by Fund
April 30, 2019

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	43,368.45	43,368.45	43,368.45	1.464	1.443	1.463	1
6348	10011	Bancorp South	09/01/2014	29,812.75	29,812.75	29,812.75	1.464	1.443	1.463	1
Subtotal and Average				73,181.20	73,181.20	73,181.20		1.444	1.464	1
Total Investments and Average				73,181.20	73,181.20	73,181.20		1.444	1.464	1

Fund WATER - Water
Investments by Fund
April 30, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 380	YTM 385	Maturity Days To Date Maturity
Bancorp South										
1639	10012	Bancorp South	09/01/2014	187,325.21	187,325.21	187,325.21	1.214	1.197	1.213	1
Subtotal and Average				187,325.21	187,325.21	187,325.21		1.197	1.214	1
Total Investments and Average				187,325.21	187,325.21	187,325.21		1.197	1.214	1



**City of Lampasas, Texas
Interest Earnings
Sorted by Fund - Fund
April 1, 2019 - April 30, 2019
Yield on Average Book Value**

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Cash												
3130AFDA2	10053	CASH	FAC	1,000,000.00	999,082.01	999,148.50	11/05/2019	2.625	2.820	2,187.50	128.69	2,316.19
14103	10000	CASH	RR2	1,745,125.22	1,741,640.31	1,741,756.47		2.434	2.434	3,484.91	0.00	3,484.91
5001632	10023	CASH	RR5	249,861.42	249,656.22	249,663.06		1.000	1.000	205.20	0.00	205.20
XXXX579	10026	CASH	RR5	3,107,082.46	3,103,254.31	3,103,381.91		1.510	1.501	3,828.15	0.00	3,828.15
XXXX561	10029	CASH	RR5	537,634.15	536,971.75	536,993.83		1.510	1.501	662.40	0.00	662.40
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	4,315,488.08	4,337,089.98	4,336,369.92		1.214	1.273	4,535.52	0.00	4,535.52
3213	10006	CASH	RRP	504.96	554.43	531.11		1.214	1.214	0.53	0.00	0.53
4187	10007	CASH	RRP	15,882.64	13,494.58	14,495.77		1.214	1.214	14.46	0.00	14.46
3136G3TD7	10052	CASH	FAC	900,000.00	900,000.00	900,000.00	06/28/2019	1.200	1.217	900.00	0.00	900.00
			Subtotal	11,871,580.93	11,881,745.59	11,882,343.57			1.833	16,818.67	128.69	15,947.36
Fund: Cert. of Obligation 2016												
14103A	10041	CERTS16	RR2	1,917,920.16	2,065,236.43	1,996,317.94		2.584	2.583	4,238.67	0.00	4,238.67
			Subtotal	1,917,920.16	2,065,236.43	1,996,317.94			2.583	4,238.67	0.00	4,238.67
Fund: Electric												
17390	10001	ELEC	RR3	1,777,829.89	1,774,294.49	1,774,412.34		2.424	2.424	3,535.40	0.00	3,535.40
1732110	10022	ELEC	RR4	105,485.10	105,485.10	105,485.10				0.00	0.00	0.00
0672	10005	ELEC	RRP	355,489.73	360,657.42	363,176.00		1.214	1.214	362.31	0.00	362.31
			Subtotal	2,248,804.72	2,240,437.01	2,243,073.43			2.114	3,897.71	0.00	3,897.71
Fund: LEDC												
1092	10002	LEDC	RRP	280,531.44	287,199.08	282,471.29		1.214	1.214	281.80	0.00	281.80
2363	10003	LEDC	RRP	8,294.15	8,285.88	8,285.16		1.214	1.214	8.27	0.00	8.27
			Subtotal	288,825.59	295,484.96	290,757.44			1.214	290.07	0.00	290.07



**City of Lampasas, Texas
Amortization Schedule
April 1, 2019 - April 30, 2019
Sorted By Fund - Fund**

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

Investment #	Maturity Date	Beginning Par Value				Amounts Amortized	Amount Amortized	Amt Amortized	Amount Unamortized	
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	As of 04/01/2019	This Period Through 04/30/2019	Through 04/30/2019	
Cash										
10053	CASH	11/05/2019	1,000,000.00	998,460.00	-1,540.00	999,210.70	622.01	128.69	750.70	-789.30
FHLB Note			2.625				-917.99			
10052	CASH	06/28/2019	900,000.00	891,990.00	-8,010.00	900,000.00	8,010.00	0.00	8,010.00	0.00
FNMA Call Note		12/28/2018	1.200				0.00			
			Subtotal	1,890,450.00	-9,550.00	1,899,210.70	8,632.01	128.69	8,760.70	-789.30
							-917.99			
			Total	1,890,450.00	-9,550.00	1,899,210.70	8,632.01	128.69	8,760.70	-789.30
							-917.99			



City of Lampasas, Texas
Projected Cashflow Report
 Sorted by Monthly
 For the Period May 1, 2019 - November 30, 2019

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

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
May 2019										
05/05/2019	10053	CASH	3130AFDA2	Interest	FHLB Note	0.00	0.00	0.00	13,125.00	13,125.00
Total for May 2019						0.00	0.00	0.00	13,125.00	13,125.00
June 2019										
06/28/2019	10052	CASH	3136G3TD7	Maturity	FNMA Call Note	900,000.00	891,990.00	900,000.00	5,400.00	905,400.00
Total for June 2019						900,000.00	891,990.00	900,000.00	5,400.00	905,400.00
November 2019										
11/05/2019	10053	CASH	3130AFDA2	Maturity	FHLB Note	1,000,000.00	998,460.00	1,000,000.00	13,125.00	1,013,125.00
Total for November 2019						1,000,000.00	998,460.00	1,000,000.00	13,125.00	1,013,125.00
GRAND TOTALS:						1,900,000.00	1,890,450.00	1,900,000.00	31,650.00	1,931,650.00

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LAMPASAS PUBLIC LIBRARY**APRIL 2019**

Circulation	We circulated 5,521 items in April, which is down 3.9% from March (5,745). The library was closed April 19 & 20 for Good Friday/Easter.
Door Count	The April door count (4,266) was down 9.9% from last month (4,734).
Internet Usage	Internet usage (689) was up 1.8% from March (677).
Wifi Usage	We had 255 distinct clients use the public wifi in April, which is down 2.3% from March. There were an average of 19 users per day, down 5% from last month.
Text Interactions	We communicated, via text messages, with 106 unique phone numbers in April which is down 5.4% from March (112). We sent/received a total of 638 messages, which is down 5.3% from last month (674).
April Programs	We offered 12 programs in April (compared to 8 in March), which included Story Times, How Pinteresting!, Books & Badgers, Lego Robotics, Lawyer in the Library, 42 Club, and Cornelia Key Book Club. A total of 116 people attended the programs in April (compared to 194 in March). We also had the "Where in Lampasas is Carmen Sandiego?" Scavenger Hunt during National Library Week.
Upcoming Programs	Some of our upcoming May programs include: Story Time (1 st & 15 th), Books & Badgers (4 th), Teen Book Club (6 th), Beekeeping 101 (9 th), 42 Club (11 th), "How Pinteresting!" (14 th), Cornelia Key Book Club (15 th), Stroke Prevention (16 th), Scholastic Book Fair (20 th -25 th), and Escape Room (30 th). Summer Reading registration also begins May 20 th , and Summer Reading actually runs June 3 rd -28 th .
Book Fair	We will be hosting a week-long Scholastic Book Fair in the Foundation Room, May 20-25. There will be books for all ages, as well as toys, pencils, etc.
Escape Room	We will be converting the Foundation Room into a spacecraft, and kids 7+ years old will be tasked with unlocking the clues to get to their escape pod before the asteroid hits! This event, on May 30, will be sort of a kickoff to our summer reading program, which starts June 3.
Landscape Project	The Street Department has removed all sidewalks/concrete in preparation for the landscaping work.



Memo

To: Finley deGraffenied, City Manager

From: Van Berry, Golf Course Manager

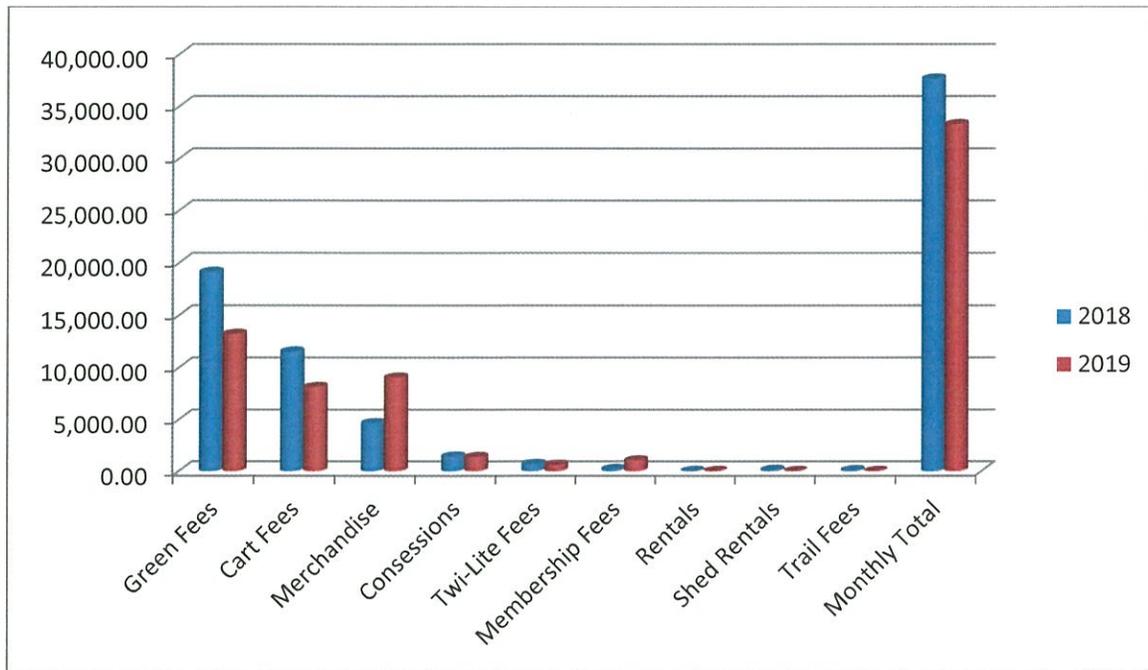
cc: City Council Members

Date: May 23, 2019

Re: Monthly Report, April 2019

- 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.
- Dan spent many hours spraying the fairways with herbicide to kill the Poa Anna that germinated.
- Applied 100 lbs. of Extinguish Plus Ant Bait to control the fire ants on the course.
- Put temporary greens on #2, #14 and #15. They were not in that bad of shape, Dan and I decide they needed a break from all the traffic for a couple of weeks. We are back on them now and they are in good shape.
- Play was down this month more than normal and was due to the weather. Earlier in the month, the creek came up two different times and we had to close the course for several day.
- The course is in good shape and I anticipate play to get back to normal.

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



Memo



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

The mission of the Lampasas Municipal Court is to serve as the Judicial Branch of the City that processes and adjudicates all Class C Misdemeanors occurring within the city's police jurisdiction in a fair, accessible and timely manner.

As reported to the Office of Court Administration, OCA is a state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice and is governed primarily by Chapter 72 of the Texas Government Code, the Lampasas Municipal Court figures are as follows:

New Cases	229
Convictions	129
Compliance Dismissals	43
Hrs. Community Service Completed	438
Total Dollar Amount CS	\$5,475.73
Waived for Indigency	\$0.00
Total Collected	\$39,688.83
Total kept by City	\$27,292.52



CITY SECRETARY DEPARTMENT/ APRIL 2019 MONTHLY REPORT

City Secretary Brief Monthly Overview

- Post Board and Committee meetings' agendas
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks
- Assist, as needed, with the Building & Planning Department
- Attend weekly Director's meetings; attended and took minutes of April 8 & 22 regular Council meetings and the April 23 Special Council meeting; also the April 25 CIP meeting
- Attended the TMCCP seminar April 4 & 5 – Municipal Budget Cycle
- Processed (8) Open Records Requests
- Worked on employee census information for medical insurance renewal
- HR Department responsibilities

Becky Sims, Assistant City Secretary

- Works with and supports the City Manager, Assistant City Manager, City Secretary, Building Official and Directors on various projects as needed
- Building Department Responsibilities, responsible for Planning & Zoning administration
- Prepared City Council Packets and Planning & Zoning Packets; attended April 8 & 22 Council meetings
- Attended the TMCCP seminar April 4 & 5 – Municipal Budget Cycle; also attended the Land Use Conference April 24-26

Vicki Tower, Adm. Secretary

- Assist the City Manager, Assistant City Manager, City Secretary, Assistant City Secretary, Building Official and Directors with daily operations
- Cross training in Human Resources; working on salary study information; records management
- Monthly Newsletter; posts Council minutes on website; posts LEDC, Parks, Airport & CIP agenda and minutes on website
- Assist with handling the reservations and rentals of Hancock Park Pavilion and Ruth Eakin Outdoor Theater
- Maintains inspection and registration process for all City vehicles

Ramon Canada, Custodian

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

Personnel - 115 Fulltime positions & 16 Part-time positions; there are presently 4 F/T vacancies: Police Officer; Part-time Custodian, Fire Chief; WWW Utility Maintenance Technician; also accepting applications for Part-time Firefighter.



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

Most statistics are continuing to show increase.

- Felony and Misdemeanor's cases reported were 559, this is 97 more cases than last year. Clearance/closure rate remains at a high 90 percent. Incidents reported are 236 compared to 205. Overall an increase of 128 more reports.
- Total Department Contacts are up by 656 more contacts than last year.
- Accidents show an increase with 89 total accidents as compared to 86 last year.
- Total Code Enforcement increased from 155 last year to 187 this year, a 32 case increase.
- Calls for Service are up with 134 more calls compared to last year. 4136/4002
- Electronic Telephone call count: 21,210 compared to hand-tallied last year 8,160. Beginning March 2019, we were given access to electric "received counts" counts vs. hand-tallied counts for phone calls.
- 911 calls are down 833 compared to 933.
- Animal Control shows an increase of 21 calls.
- 40 Municipal warrants were served, paid, or payment arrangements made. \$23,859.94
- CPAAA members volunteered 55.25 hours this month.

We added two new statistics to our end of the month report.

1. We spend a considerable amount of time handling persons in behavioral crisis and transporting. Since the beginning of the year we handled 20 calls of persons in behavioral crisis and completed 8 emergency orders of detention.
2. The other is Open Records Request (ORR), since the beginning of the year we have answered 142 open record request. Records sees a substantial increase in ORR.

We were granted an LCRA's Community Development Partnership Grant in the amount of \$24,000.00 with a 50% grant match. In-kind can be used for the 50% match.

Lt. Montgomery worked closely with TxDOT for a STEP grant for up to \$2,000.00 to pay for overtime for Officers to work in traffic safety problem areas and crash areas. This grant will be awarded in May for a media blitz and enforcement to start prior to Memorial Day.

We operated dispatch two Telecommunication Operators short, they worked 12 hour shifts and extra days to cover and will continue to do so until new personnel are hired and trained.

We worked many events in April, to include the DEA Prescription Drug Take Back event where we collected 194 pounds of unused/unwanted prescriptions (132 PD 62 @ Walmart).

The Lampasas Animal Shelter, total number of dogs 61, total number of cats 40.



MEMO

Date: May 20, 2019

To: Finley deGraffenried, City Manager

From: *[Signature]* Yvonne Moreno, Finance Director

RE: Monthly Report for April 2019

Finance Department:

- * Preparing departmental spreadsheets for budget.
- * Coordinated Audit Review.
- * Reviewed all Journal entries.
- * Submitted EIA-861 Annual Electric Power Industry Report.
- * 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. Total paid as of April 30th is \$3,675,805.62. Interest earned for April was \$4,238.67.
- * Sales Tax for April was \$144,472 which is an increase of 14.76% from April of 2018.
- * Reconciled 18 bank accounts
 - Processed 392 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for April was 5.10% lower than what was billed in April 2018. The Water billing for April 2019 was 5.23% higher than what was billed in April 2018.
- April Statistics for the department:

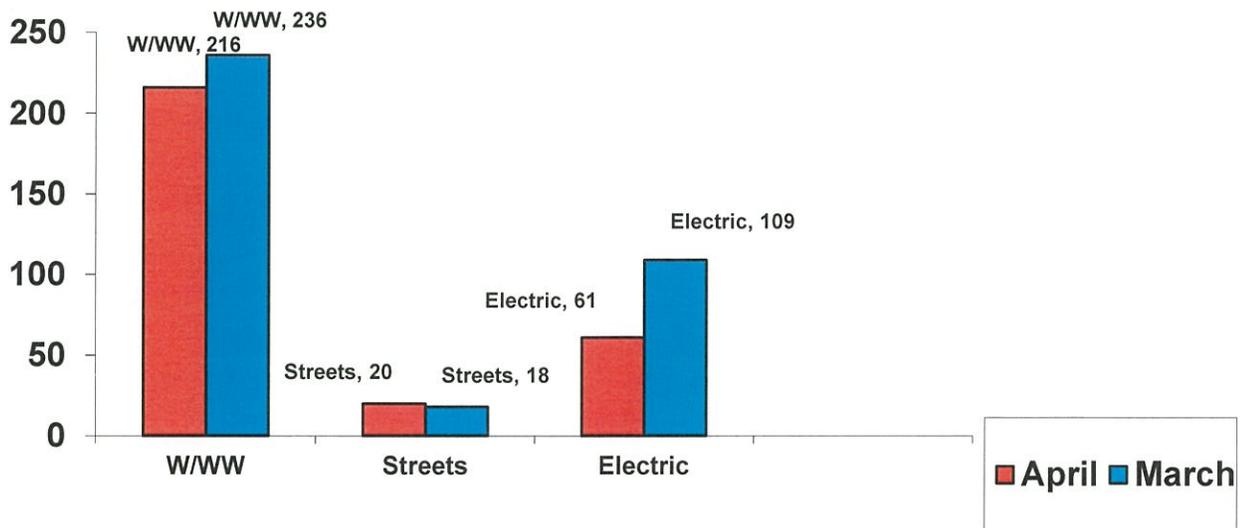
Total Water Customers	3,473
Total Wastewater Customers	2,778
Total Electric Customers	4,685
Residential Garbage Customers	2,683
Connects:	42
Disconnects:	43
Read In/Read Out:	43
Disconnects for Non-Pay:	17 (8 Reconnected)



Public Works

MAY 2019

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



Work Order Summary:

Received: 297
Completed: 288
Voids: 3

Memo



Street Department

To: Rickie Roy
From: Carlos Garcia
Date: Thursday, May 23, 2019
Re: April Monthly

Mr. Roy,

For the month of April, the Streets Department worked on:

- 1) We completed several utility patch repairs.
- 2) We have been tree trimming and clearing line of sight issues.
- 3) We have been running the sweeper as we can.
- 4) We sent four employees to sweeper school.
- 5) Street – Total Work Orders = 20, Total Complete = 17, Total Outstanding = 3, Total Void = 0.

For the month of May, we will be continuing routine road and patching repair. The street department will be mowing and weed eating drains and right a ways.

Memo



Electric Department

To: Rickie Roy
From: Flint Geagley
Date: May 6, 2019
Re: April Activities

This month's activities involved:

- Received a total of 61 work orders and completed 61.
- Began upgrading poles in Stone Valley, started setting poles on CR 3420 (Finney) for new houses
- Connected: 3 upgrades and 1 new services
- Set 27 poles: 14 for upgrade in Stone Valley, 10 for new houses on CR 3420 (Finney), 1 for new house at 2 Samac, 1 pole for new service (MOJO) and 1 moved pole at customer cost
- Overtime: Received 10 callouts – 5 storm, 1 no power (animal contact), 1 low light, 1 turned on power in park (prom), 1 connect upgrade and 1 low line (telephone)

Activities for the Year 2018 - 2019:

- Pole Inspection replacement: total 389 poles, have replaced 250 poles
- New Jail House: Set transformer and connected primary underground (secondary underground service is left) 90% complete
- Stone Valley: Replaced poles on south end of property and started moving lines over to new poles
- Burger King: Completed upgrade of poles in alley



Water/Wastewater Department

312 EAST THIRD STREET
LAMPASAS, TEXAS · 76550-2820
PHONE: (512) 556-6831
FAX: (512) 556/2074
WWW.CITYOFLAMPASAS.COM

To: Rickie Roy Public Works Director
From: Van Sims Water/Wastewater Operations Manager
Date: May 15, 2019
RE: April 2019 W/WW Operations Monthly Report

Summary of Activities:

- **Operation of Wastewater Treatment Plant.**

1. Daily cleaning of treatment units.
2. Daily, weekly, and monthly TCEQ and Windsor compliance sampling.
3. Daily operational tests and observations completed.
4. Maintenance of equipment was performed as scheduled.
5. Ran press- hauled 13 dumpsters.

- **Operation of Water Distribution System**

1. Daily chlorine residuals taken, Bi Weekly Mono-Chlorine, Ammonia, and nitrite test completed
2. Monthly Bac-T samples collected (10) all passed.
3. Dead-end lines were flushed.
4. Made 2 new service taps.
5. 9 leaks were reported and repaired.
6. 2 meter change outs
7. Started water line installation on CR 3420

- **Operation of Wastewater Collection System**

1. Performed preventative maintenance at problem locations with Vactor
2. Cleared 2 sewer stoppages.
3. Repaired 3 sewer lines.

- Total work orders completed = 216
- 31 – Locate Work Orders
- 12- Customer service calls (no water, low pressure, discolored water, possible leaks)

Water Report-2019						
	Purchased Water	Total Sold	City Unmetered Water Use	Sold & Unmetered Water Use	Water Loss	Unaccounted Water
January	28509000	24534800	651400	25186200	3322800	11.66%
February	32547000	20169300	4460905	24630205	7916795	24.32%
March	35335000	20647400	3000498	23647898	11687102	33.08%
April	38896000	27779300	436900	28216200	10679800	27.46%
May				0	0	#DIV/0!
June				0	0	#DIV/0!
July				0	0	#DIV/0!
August				0	0	#DIV/0!
September				0	0	#DIV/0!
October				0	0	#DIV/0!
November				0	0	#DIV/0!
December				0	0	#DIV/0!
Total	135287000	93130800	8549703	101680503	33606497	24.84%

Memo



To: Finley deGraffenried, City Manager
 Gary Cox, Assistant, City Manager
 Honorable Mayor and City Council

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

Date May 2019

Re: Monthly Report, April 2019

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

ACTIVITIES:

- Inspections performed-83
- Plan reviews - 3
- Attended Directors Meetings.- 4
- Attended City Council Workshops.- 1
- Attended City Council Meetings.- 1
- Permits Issued- 61

** SEGMENT RECAP **
APRIL 2019

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
*BLD - BUILDING	1	1,040,000.00	700.05
CO - CERTIFICATE OF OCCUPANCY	1	0.00	0.00
DEM - DEMOLITION	1	0.00	0.00
ELE - ELECTRICAL	19	2,000.00	12,628.50
FENCE - FENCE	2	2,780.00	60.00
MEC - MECHANICAL	4	0.00	205.00
PLB - PLUMBING	16	3,925.00	2,220.00
REM - REMODEL/ADDITION	18	169,472.00	1,370.00
SIGN - SIGN	3	0.00	105.00
SPRINK - SPRINKLER	3	9,441.74	130.00
*** TOTALS ***	68	1,227,618.74	17,418.55

April 2019- *New Presbyterian Church Building

*** SEGMENT RECAP ***
April 2018

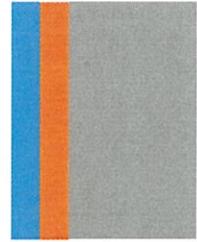
PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	1	0.00	950.00
CO - CERTIFICATE OF OCCUPANCY	1	0.00	0.00
ELE - ELECTRICAL	11	1,200.00	3,995.10
FENCE - FENCE	1	2,000.00	35.00
MEC - MECHANICAL	3	0.00	127.50
PLB - PLUMBING	13	200.00	457.50
POOL - SWIMMING POOL	1	74,000.00	395.00
REM - REMODEL/ADDITION	8	131,000.00	860.00
SIGN - SIGN	1	0.00	30.00
SPRINK - SPRINKLER	1	1,000.00	55.00
*** TOTALS ***	41	209,400.00	6,905.10

Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: May 15, 2019



Town Hall

The next Town Hall meeting is slated for May 30th at 6pm at the old Middle School Cafeteria. Topics discussed will include City budget and community planning. Please plan to attend if possible. Your input would be valuable in this process.

Board Training

On May 20th at 5:30p we will host a Board Training for our various City Boards and committees at the Hostess House. City Attorney Jo-Christy Brown will be leading the training, which will consist of the following topics: public information act, open meetings act, traps for the unwary, City of Lampasas rules and conducting public meetings. We encourage your attendance at this important training session.

Downtown

Progress continues on the Santa Fe Depot development. The architect is planning to come in shortly to apply for a building permit. The same developer will be closing on the 511 E Third in August and begin renovation of those two buildings. There is already interest from prospective tenants. Staff has facilitated several recent walk-throughs of 406 E Third. The interest level for this particular property is very high and numerous concepts are being proposed currently. The building official and fire marshal have done a walk through as well so we know what steps need to be taken to bring the building up to code, but it is very structurally sound and in good shape.

Keystone Hotel

Andy Fish, owner of the Keystone Hotel, is organizing an event at the hotel for Saturday, July 6th to celebrate one year since the July 4th celebration and open house last year. The hotel is looking quite different in this past year and he's ready to show the community. The event will be from 11 a.m. – 4 p.m. Festivities will start with a flag raising ceremony at the flag pole. He would then like to present the people who have made the restoration of the hotel possible and the contractors who have worked tirelessly to return the Keystone Hotel to the beautiful and historic building that graces Lampasas. At the conclusion of the presentation the hotel will be open for tours. There will be hot dogs and refreshments for everyone to enjoy. Hope you all can come and enjoy. He will also have updates to share on the former Swain's Hardware building located at 302 S. Western.

Development Participation

I mentioned previously staff is working with City Council on a development participation document with guidelines that will assist in in the development



process for projects that might not meet the incentive requirements from EDC, but potentially could meet requirements for City participation. As we work through this document to finalize with Council, I'll be sure to keep you updated and informed. If you have questions or would like to sit down and discuss the document, please let me know. I'll be happy to include any board members that wish to participate in the process.

Internship

I met with the high school recently and have a list of (11) possible candidates. I will be sending each of them an application document where they'll answer a series of questions and include their resume. I've also created the job description and list of duties expected by this intern, along with Melissa Unger's job description for the Visitors Center. Once we get through this first screening, Melissa and I will schedule the interviews for the top 4-5. My hope is to have them start by June.

Job Fair

As mentioned previously, the Job Fair will be held on June 7th from 10 a.m. – 1 p.m. at the old middle school cafeteria. I currently have approximately 25 businesses signed up, but this was only from the initial call-out. I anticipate at least 30-35 total businesses, possibly more. We have more room in this facility so I'd like to recruit as many as possible. The job fair is being advertised locally and regionally, social media and our high school/LCHEC. Historically we've seen around 225-250 job seekers in the past 2 years.

Comprehensive Plan

We had a kickoff meeting on May 9th with Halff & Associates and will begin scheduling in-person kickoff meetings for our stakeholders. The tentative dates set are June 19 & 20. It is likely Halff representatives will join our EDC meeting on June 19 to discuss the process for the comprehensive plan.

Budget

I am beginning to piece together the budget for FY 2019-2020. I will have the preliminary budget outlined and turned into the Finance Department by Friday, May 17th. I anticipate budget discussion for the board in the June and July meetings, but historically it has been very straightforward and I don't anticipate many changes for the coming fiscal year.

Kline Whitis Career Day

I was fortunate to present on Career Day at Kline Whitis recently. I enjoyed showing the 1st - 5th graders our LEDC promotional video and explaining the importance of community and economic development, and what it means. They were all very impressed with the video and felt it portrayed Lampasas as a very exciting, fun place to live. I took home a list of all the new businesses our youth would like to see in our community; to say I have my work cut out might be an understatement!

USDA ReConnect Application

We are continuing our work on the USDA grant/loan ReConnect Pilot Program application in conjunction with Langford Community Management Services. We've had several correspondences with Foresite Group to obtain



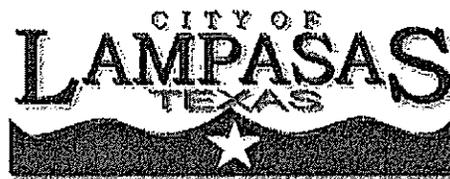
the data which will prove the lack of access to robust, high-speed internet within our community. I will continue gathering speed test information from citizens and businesses, along with support letters in order to validate our need for this grant/loan. We have (2) resolutions required by the USDA on the May 13th City Council agenda. Before beginning an application, the City must first obtain a Level II eAuthorization account with the USDA. We also must have an authorized representative (City Manager) as the Representative-Signature-Certifier (Rep-Sign-Cert) to prepare the resolution to be uploaded. We feel confident City Council will approve this on May 13th so we may move forward with the application process.

LHS CTE Director

The CTE Director for LHS, Randy Brady, will be retiring. He will be working through December 2019, with the new Director beginning in January 2020. The interviews for the (7) applicants begins on May 13th, with a decision to be made that same week. I look forward to meeting and working with the new director on our workforce development goals for the community, and will be happy to inform everyone once the new Director has been hired.



Memo



Parks and Recreation Dept.

To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Chris Eicher, Director of Parks and Recreation
Date: May 23, 2019
Re: Monthly Report April 2019

PARKS

The crew has worked very hard to maintain all parks areas and facilities at a level that meets or exceeds expectations of citizens and staff. April is typically busy, and this year is no exception. LCRA has completed a few community service projects in our parks over the past few years, and this year they assisted us with replacing playground mulch in Brook Park. We have been working on cleaning some of our "welcome" signs in our parks areas, performing lots of pool maintenance, rebuilding and repainting our pick nick tables, assisting with prep work for the Riata Roundup at 580 Sports Complex, and performing lots of equipment maintenance. We are in the middle of growing season now and the crew is mowing and weed eating non-stop. Along with all the daily routines we also assisted with Chamber Events- Bloomin Fest, and City Wide Garage Sale.

SPORTS FACILITIES

(see reports)

CEMETERY

(see reports)

WEEKLY WORK SCHEDULES
PARKS DEPARTMENT

WEEK OF: APRIL 21-27, 2019

	ESTIMATED	ACTUAL
TOTAL HOURS	240.00	240.00
OVERTIME	20.00	17.00
PART-TIME/TEMPORARY		
LESS VACATION	25.00	25.00
LESS SICK	8.00	8.00
SUPERVISION	8.00	8.00
LESS OTHER		
TOTAL HOURS	219.00	216.00
 WORK ORDERS		
# OF SCHEDULED/COMPLETED		
MAN HOURS		
NUMBER STILL OPEN		
TOTAL HOURS - WORK ORDERS	-	-
 PROJECTS		
TOTAL HOURS - PROJECTS	-	-
 OPERATIONS & MAINTENANCE		
CLEANING PARKS	36.00	42.00
AIRPORT MAINT.	5.00	5.00
MOWING/WEED EATING	90.00	84.00
BUILDING/GROUNDS	50.00	45.00
EQUIP/VEHICLES/SHOP	18.00	20.00
TOTAL HOURS - O&M	199.00	196.00
 OTHER		
OFFICE	10.00	10.00
MEETINGS	10.00	10.00
TOTAL OTHER:	20.00	20.00
TOTAL CATAGORIES	219.00	216.00

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

I)	<u>Regular Personnel Hours Available:</u>		960.00		
	<u>LESS:</u>				
	A) Vacation Leave	74.00			
	B) Sick Leave	18.50			
	C) Supervision/Training	68.00			
	D) Holiday	48.00			
	E) Other (?)				
	SUB-TOTAL	208.50			
	<u>PLUS:</u>				
	A) Over Time	76.00			
	B) Temporary Labor				
	C) Part Time				
	D) Transfer				
	SUB-TOTAL	76.00			
	TOTAL HOURS AVAILABLE FOR THE MONTH:		827.50		
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 Maintenance</u>	52.00			

	<u>Other:</u>				
	Sub-total Hours on Projects:		52.00		
IV)	Department Operations and Maintenance for the Month.				
	<u>Cleaning Parks</u>	162.00			
	<u>Airport Maint.</u>	20.00			
	<u>Mowing/Weed eating</u>	234.00			
	<u>Building and Grounds</u>	196.00			
	<u>Equipment/Vehicles/Shop</u>	82.00			
	<u>Office/Meetings</u>	81.50			
	Sub-total Hours on Projects:		775.50		
	TOTAL HOURS FOR DEPARTMENT		827.50		
V)	Department's Proposed Projects for next Month				

	Total Estimated Hours on Proposed Projects:		0.00		

Department: SPORTS FACILITIES
Monthly Activity Report
MONTH OF APRIL 2019

I) Regular Personnel Hours Available: 480.00

LESS:

A)	Vacation Leave	
B)	Sick Leave	36.50
C)	Supervision/Training	
D)	Holiday	24.00
E)	Other (?)	

SUB-TOTAL 60.50

PLUS:

A)	Over Time	24.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	
SUB-TOTAL		24.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 443.50

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>Install Chain Link Around Dugouts on Guyco Field</u>	8.00	
<u>Install Boards on Bleachers on Guyco Field</u>	8.00	
<u>Other:</u>		
Sub-total Hours on Projects:		16.00

IV) Department Operations and Maintenance for the Month.

<u>Cleaning Fields</u>	86.00	
<u>Turf Management</u>	90.00	
<u>Mowing/Weed eating</u>	90.00	
<u>Building and Grounds</u>	85.50	
<u>Equipment/Vehicles/Shop</u>	60.00	
<u>Office/Meetings</u>	16.00	
Sub-total Hours on Projects:		427.50

TOTAL HOURS FOR DEPARTMENT 443.50

V) Department's Proposed Projects for Next Month

<u>Aerate Fields at Turner and Gavin Garrett</u>	16.00	
<u>Spread Fertilizer at Turner and Gavin Garrett</u>	8.00	
Total Estimated Hours on Proposed Projects:		24.00

Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director
From: Duane Griffith Cemetery Crew Leader
Date: 5/13/2019
Re: End of the month report April

Interments	2 cremation
Fee's for over site	\$50.00
Sites sold	0
Niche sales	0
Beautification fund	\$132.00
Visitors Assisted	6
Level & Backfill sites	8
Meetings Attended	1
Permits Issued – n/c	7
Permits Issued – chg	4

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: APR 2019

Regular Personnel Hours Available:		528
LESS:		
A) Vacation Leave/Personal Day	5	
B) Sick Leave	6.5	
C) Jury Duty	0	
D) Other (holiday/bad weather)	24	
E) Supervision	10	
SUB-TOTAL	45.5	
PLUS:		
A) Transfer from Parks	0	
B) Seasonal Labor/Temp	0	
C) Other (Community service)	0	
D) Overtime	3	
SUB-TOTAL	3	
TOTAL HOURS AVAILABLE FOR THE MONTH:		485.5

Department Summary of Work Orders for the Month

Received	Completed	Outstanding	Void	Hours
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Department Projects for the Month

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

Department Operations and Maintenance for the Month

Mowing & W/E	187
Equip & Veh Maint	21
Buildings & Grounds	234
Office Operations	42.5
Sub-total Hours on OM Projects:	
	484.5

OTHER

OHCA Mtg.	1
0	0
0	0
Sub-total Other	
	1

TOTAL HOURS FOR DEPARTMENT 485.5

Department's Proposed Projects for next Month

	0
	0
Total Estimated Hours on Proposed Projects:	
	0

Memo
To: Finley deGraffenried, City Manager
CC: Gary Cox, Asst. City Manager
From: Monica Wright, Director of Information Systems
Date: Monday, May 6, 2019
Re: April 2019 Monthly Report



Information
Systems

Service Requests:

	April 2018	April 2019	
IT Department	175	218	+43 service requests

Social Media Stats:

	April 2018	April 2019	
Facebook Likes	4,604	5,417	+813 FB page likes
Twitter Followers	295	410	+115 Twitter followers

Website Payments:

	April 2018	April 2019	
City Utility	239 \$66,977.17	316 \$97,958.33	+77 online payments +\$30,981.16
Municipal Court	33 \$7,895.90	41 \$8,292.01	+8 online payments +\$396.11

Website Stats:

	April 2018	April 2019	
Page Visits	8,739	9,811	+ 1,072 visits
Page Views	19,822	20,178	+ 356 page views
Downloads	1,781	2,132	+351 downloads

A page view is a visit to a page on your website. If the visitor reloads a page, this counts as an additional page view. If the user navigates to a different page and then returns to the original page, this will count as another page view. A visit is defined as a sequence of consecutive page views without a 30-minute break. A visit always contains one or more page views.

FY 2018/2019 Projects:

- Configured/replaced large format plotter/printer/scanner at Old City Hall (completed)
- Configured/replaced WAP (wireless access point) at City Hall (completed)
- Configured/replaced (5) printers (completed)
- Upgraded Library Useful software application (completed)
- Relocated Municipal Court personnel temporarily during OCH renovation (completed)
- Upgraded Incode software application (completed)
- Configured/replaced (3) PD Toughbooks (completed)
- Configured/installed Old City Hall switches (completed)
- Extended fiber to Old City Hall building (completed)
- IT staff renewed CJIS certifications (completed)
- Configure/install (3) WAP's (wireless access points) at Old City Hall (completed)
- Terminated data on all floors at Old City Hall (completed)
- AV project at Old City Hall (completed)
- Phone extension project at Old City Hall (completed)
- Configured/installed PD server for replication (completed)
- Configured/issued out (2) PD training laptops (completed)
- Configured/installed NAS for disaster recovery (completed)
- Off-site backups from City network based locations (completed)
- Terminated existing 12ct fiber optic cable at future IT building (completed)

- Assist staff with migration to MyGov permitting *software (Spring-Summer 2019)*
- Install switch/configure network at new WWW building (*Summer 2019*)
- Configure/replace (15) PCs (*ongoing*)

April projects:

- Attended CIP meeting
- Installed/configured WAP's at Old City Hall on all floors
- Ordered cameras for Old City Hall
- Ordered/configured/installed Finance Director replacement printer
- Scheduled/migrated Badge to new PD server
- Rebuilt existing PD server
- Configured replication between PD servers
- Renewed annual backup software license
- Built out OCH camera VM on server
- Configured/installed replacement Hanna Pool PC
- Fiber vendor was onsite to terminate existing fiber optic cable at existing Chambers 4-24-19
- Muni Court phone maintenance agreement renewed
- A/V vendor onsite to finish equipment programming 4-11-19
- Ordered/installed replacement PD video WAP
- Attended budget meeting 4-16-19
- Setup TML webinar at Chambers 4-11-19

May Projects:

- Configure/install backup firewall
- Configure network VLAN's/Configure network switches
- Configure/install Cardinal Badge remote desktop app on new PD server for SROs
- Configure/install (5) replacement PCs
- Configure/install cameras for Old City Hall
- Quote/order replacement FD Ipad
- Quote for IT server rack/UPS
- Setup TML webinar at Chambers 5-9-19
- Schedule TSM onsite day
- Configure WG High availability software
- Schedule A/V training at Old City Hall
- Rebuild CH NAS 2/GPOs/mapped drives on network
- Attend TMRS conference 5-29-19
- Attend Town Hall Meeting 5-30-19
- Run network cable from switch to the Sign PC at PW Barn
- Attend CIP Meetings/workshop
- 2019-2020 IT Department budget projections
- Obtain quotes for 2019-2020 Budget
- Review ADA compliance reports for both websites
- Configure/install Golf Point of Sale replacement PC/Migration
- Continue working on MyGov project with staff
- Relocate M.Court personnel/it equipment back to renovated building

Daily/Weekly/Monthly Tasks:

- OS updates on City Hall, Fire Department, PD, Library and WWW NAS devices
- OS updates to firewalls
- Install Windows updates on City & PD servers & workstations
- Content updates to LEDC Website/Facebook/Twitter
- Content updates to the City Website/Facebook/Twitter

- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus / spyware definitions and apply security patches to computers/servers
- Order toner needed in each department
- Prepare reports for and attend directors meeting and City Council meeting
- IT monthly report
- LEDC website analytics monthly report
- Continued education of network security threats
- Continued research of applications/software for departments

Future Projects & Goals:

- IT Building – (Current Chambers) (2019-2020)
- Order additional Meter Reader Tablet/Laptop for automated meter reads (2019-2020)
- Research/implement timesheet/time off request software (2019-2020)
- Research/implement digital/paperless software (2019-2020)
- Point to Point wireless Internet solution for locations not on fiber (2020-2021)
- Install additional data/power drops in PD Patrol Bay (2019-2020)
- Replace PD Watchguard server (2019-2020)
- Implement agenda software/archive software for audio/visual recordings (2019-2020)
- Replace Library Useful server/thin clients (2019-2020)
- Replace Council Ipads (2019-2020)
- Replace PD WG Server (2019-2020)
- Replace (2) City Hall Servers (2019-2020)
- Social Media Retention Software (2019-2020)
- Microsoft Office Exchange Email Archive (2019-2020)
- Re-cable all City buildings in preparation for VOIP infrastructure (2020-2021)
- City-wide building VOIP phone software solution (2020-2021)

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City of Lampasas

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Manager's Report
Date: 23 May 2019

- Noise After Council discussion at the previous meeting on the Noise Ordinance, Police monitored subsequent music events in the area. Sammy is pleased to report that no music venues were in violation, and no complaints were received. Staff is prepared to revisit the ordinance in the future, however, only at Council direction.
- Fire Chief Staff have narrowed the search for the new Fire Chief to six candidates. Based on Council and candidate availability, interviews will be scheduled on either June 13 or 14. If possible, we will schedule all six interviews on the same afternoon. Our interview itinerary will include a visit to the Fire Station, staff and elected officials, and the formal interview board.
- Health Insurance The City has received the FY 2020 quotation for health insurance renewals with Scott and White. Based on a positive claim to premium ratio, the City will conditionally receive an approximate 2% reduction in medical premiums. To receive the rate, the City will have to encourage participation in wellness checks, and must commit to a two-year renewal with any increase, in year two, being capped at 5.5%. Good news, however; the City has not received dental and vision renewals.
- Hanna Springs Chris Eicher reports that the Hanna Springs pool has a fourteen inch tear in the vinyl liner. It is unclear when or how the tear occurred, but it apparently happened after the pool was filled for the season. The need for the repair has caused some disruption in pre-season parties, but should not delay regular opening on May 25th.
- Spring Street Sewer As mentioned previously, staff has uncovered another sewer encroachment on private property. The property owner on the corner of Spring and North is serviced by a sewer main in Ave. A, however; the route of the line is under two homes to the north. Staff has explored options, and will likely bring an item to Council for consideration to extend sewer on Spring to serve this home and in the future others on the block. It seems we have these types of issues, requiring relocation of lines, about twice a year.

Library Project

Staff has removed sidewalks in front of the Library and has solicited quotations for the installation of the new walks. After the City commenced the project staff was approached regarding the possibility of including additional concrete work to the City scope. After receiving additional specification this week, staff is still unclear regarding some aspects of the request, and has suggested a meeting so that Council might consider a formal request.

CIP

The CIP Committee will hold one additional meeting on May 29th to finalize the plan schedules. The CIP will be placed on the June 10th Workshop Agenda for review and discussion with Council on the plan and plan schedules. As in previous reports, the Plan will also identify areas or projects the Committee felt were compelling to fund.


City Manager

ITEM NO. 7.1

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

Subject:

Discussion and selection of community representation for a Comprehensive Plan Advisory Committee

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: May 23, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

N/A

Attachments:

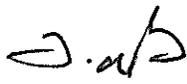
Summary Statement:

Through this agenda item Council is asked to identify and appoint 12-15 members to the Comprehensive Plan Advisory Committee.

Recommendation:

Motion to appoint members to the Comprehensive Plan Advisory Committee

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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 Lampasas County Chamber of Commerce 2nd Quarter Report and Reimbursement in the amount of \$12,320.83.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: May 21, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

N/A

Attachments: 2nd Quarter Report

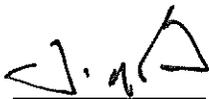
Summary Statement:

Attached is the Chamber of Commerce request for reimbursement for the Visitor Center activities and events in the 2nd Quarter. Melissa Unger, Chamber Director, presented in Workshop.

Recommendation:

Council may wish to consider a motion to accept the report as presented.

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City ManagerITEM NO. 7.3

**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 \$2,718.31 for event expenses related to the Annual "Hot As Hell" BBQ Cook-Off & Taster's Choice on July 12-13, 2019.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: May 21, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

Funds are available in HOT Fund 40 in the City of Lampasas FY 2018/2019 Budget.

Attachments: HOT Fund Request Form

Summary Statement:

The attached request is eligible for HOT funding. The event has been most recently funded in 2018 in the amount of \$1,758.31. Melissa Unger will be in attendance to present and explain her intent for advertising/promotion and general funding for this year's event.

Recommendation:

Staff recommends approval of HOT funds in the amount of \$2,718.31.

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: May 20, 2019

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

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

City, State, Zip: Lampasas, TX 76550

Contact Name: Melissa Unger

Contact Phone Number: 512-556-5172

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

Is your organization: Non-Profit Private/For Profit

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

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

Name of Event, Project or Facility Annual "Hot As Hell" BBQ Cook-Off & Taster's Choice

Date of Event or Project: July 12-13, 2019

Primary Location of Event or Project: Cooper Spring Nature Park

Amount Requested: \$2718.31

How will the funds be used: To advertise and promote the BBQ Cook-Off. Promotion of lodging options in Lampasas. Funding needed to enhance the venue in order to host the event; including operational costs needed in order to host the event. Acquire a company who will sanction this event and attract cooks looking to earn points on the circuit.

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

Percentage of Hotel Tax Support of Related Costs

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

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

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

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

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

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

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

3. Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity. \$2,123.00

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. \$595.31

Sporting Related Event Funding:

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

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

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

Questions for All Funding Requests:

How many years have you held this Event or Project; or how many years have you been operating the qualified facility : 15+ years

Expected Attendance: 500-1000

How many people attending the Event or Project will use Lampasas hotels, motels or bed & breakfasts?
50

How many nights will they stay: 3-night minimum due to (Spring Ho)

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: Yes, we reserve rooms for guests Zack Owen and Jim Cotyk (Zack & Jim Show on Waco 100) for 1 night at the Best Western Plus Lampasas. Other rooms are not blocked due to a 3-night minimum (Spring Ho requirement,) and the fact that our event is only 2 days.

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

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

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

City	Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
Lampasas, TX	July 2018	\$1,950.00	Unknown
Lampasas, TX	July 2017	\$2,500.00	87
Lampasas, TX	July 2016	\$2,186.95	114

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

Please list other organizations, government entities and grants that have offered financial support to your project: We have over 30 sponsors for the event.

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

Newspaper - \$ 857.00 (Print & Digital)

Radio - \$ 850.00

TV - \$ 0.00

Press Releases - \$ 16.00

Direct Mail - \$

Other - \$ 400.00 (Social Media)

What areas does your advertising and promotion reach: The promotion areas are throughout targeted areas in the state of Texas. Due to social media promotion being far-reaching, it is hard to estimate exactly how far the promotion will reach.

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

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

Expected Attendance Monthly/Annually: n/a

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

**2019 Hot As Hell BBQ Cook-Off and Taster's Choice
Advertising Plan and HOT Funding Request Break-Down**

Social Media	
Facebook	\$ 400.00
Press Releases to Media	\$ 0.00
Picayune/101 Fun Things/Highland Lakes	
1-month of digital advertising; includes e-blasts to their 110,000 online subscribers	\$ 122.00
Lampasas Dispatch Record	
1 Ad, Print & Digital- 40%	\$ 215.00
Press Release	\$ 40.00- \$102.00
Copperas Cove Leader-Press (Cove/Harker Heights/Belton)	
Print and digital advertising	\$ 375.00
Goldthwaite Eagle	\$ 99.00
San Saba News	\$ 175.00
iHeart Media – Waco 100	
Radio spots, live remote with Zack & Jim, Social Media Blasts	\$ 400.00
KBEY FM	
Radio Spots & Social Media advertising, possible radio interview as added value	\$ 200.00
KCYL Radio	
Radio Spots & Interview-	\$ 250.00
Texas Press Online	
Statewide online advertising	\$ 0.00
Television Station Calendars	
Austin, Waco & Temple TV Stations; online input	\$ 0.00
Community Calendars	
Hamilton Cty. Electric Co-Op, City of Lampasas, Etc.	\$ 0.00
Texas Highways Events Magazine Calendar	
Online and digital	\$ 0.00
TOTAL ADVERTISING	\$2,123.00
<u>OTHER HOT FUNDING REQUESTS (25%)- Does not exceed \$600.00</u>	
J-Bar Contractors, Inc.	\$1,226.25- \$306.56
Sanitary Restrooms and Handwashing Stations	
Also includes a spot on the J-Bar morning show on KBEY	
Lone Star Barbecue Society	
Annual sanction fee- \$50.00 and fees to Lone Star- (\$250)	\$300.00- \$75.00
in order to host the event as a sanctioned event; they also advertise for us on their website and in e-blasts to their statewide membership	
Radio Emcee (Lodging)	\$135.00- \$33.75
Security	\$720.00- \$180.00
TOTAL REQUESTED FUNDS	\$ 2,718.31


City Manager

ITEM NO. 7.4

**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 \$1,400.00 for event expenses related to the Annual Toughest 10K in Texas, 5K & 1 Mile Run on July 13, 2019.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: May 21, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

Funds are available in HOT Fund 40 in the City of Lampasas FY 2018/2019 Budget.

Attachments: HOT Fund Request Form

Summary Statement:

The attached request is eligible for HOT funding. The event has been most recently funded in 2018 in the amount of \$937.00 (original request was \$1,000). Melissa Unger will be in attendance to present and explain her intent for advertising/promotion and general funding for this year's event.

Recommendation:

Staff recommends approval of HOT funds in the amount of \$1,400.00.

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: May 20, 2019

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

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

City, State, Zip: Lampasas, TX 76550

Contact Name: Melissa Unger

Contact Phone Number: 512-556-5172

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

Is your organization: Non-Profit Private/For Profit

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

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

Name of Event, Project or Facility Annual Toughest 10K in Texas, 5K & 1 Mile Run

Date of Event or Project: July 13, 2019

Primary Location of Event or Project: Hancock Park Pavilion

Amount Requested: \$1,400.00

How will the funds be used: For advertising and promotion of races and lodging options in Lampasas, to utilize a timing company & race coordinator for the event which includes vendors and three runs. By providing a timed and organized event with the most up-to-date technology we are able to draw attendees and grow participation. Since this event happens during Spring Ho festivities and a portion of the revenue is allocated to Spring Ho, the need to expand the reach pertaining to advertising is crucial. Therefore, the methods of how this event is advertised has increased this year to include multiple mediums some of which have a fee and others which are FREE.

Primary Purpose of Funded Activity/Facility: Increase tourism for the community of Lampasas and generate additional revenue for all local businesses and the hotel/motel industry. By promoting and hosting this event we will be able to market Lampasas as a destination while also contributing to the Spring Ho attendance.

Percentage of Hotel Tax Support of Related Costs

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

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

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

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

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. \$750.00

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. \$650.00

Sporting Related Event Funding:

If the event is a sporting related function/facility: How many individuals are expected to participate? 300-500

If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county? 200

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

Questions for All Funding Requests:

How many years have you held this Event or Project; or how many years have you been operating the qualified facility : N/A

Expected Attendance: 300-500

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

How many nights will they stay: 1 to 2 (possibly 3 – some local hotels are requiring a 3-night stay for the Spring Ho Festival week)

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, TX	July 2018	\$454.00	??
Lampasas, TX	July 2017	\$500.00	N/A
Lampasas, TX	July 2016	\$300.00	41

How will you measure the impact of your event on area hotel activity? Through surveying lodging facilities in the area.

Please list other organizations, government entities and grants that have offered financial support to your project: We estimate approximately 10 sponsors for the event.

**2019 Toughest 10k in Texas 10k, 5k & 1-mile Race
Advertising Plan and HOT Funding Request Break-Down**

Social Media	
Facebook	\$ 200.00
Press Releases to Media	
Hill County Publishing, Other	\$ 0.00
Print Publications	
(Ft. Hood, Harker Heights, Belton, Copperas Cove) 1-week schedules, online advertising	\$ 500.00
Texas Press Online	
Statewide online advertising	\$ 0.00
Television Station Calendars	
Austin, Waco & Temple TV Stations; online input	\$ 0.00
Community Calendars	
Hamilton Cty. Electric Co-Op, City of Lampasas, Etc.	\$ 0.00
Texas Highways Events Magazine Calendar	
Online and digital	\$ 0.00
Surrounding Race Goodie Bag Fliers (Printing/Mailing) (500)	\$ 50.00

RACE PUBLICATIONS (All Online)

Race Thread	\$ 0.00
Texas Runner and Triathlete	
Waco Striders Club	
Running The USA	
<u>Runguides.com</u>	
Austin Runners	

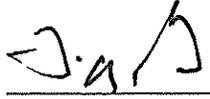
TOTAL ADVERTISING	\$ 750.00
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OTHER HOT FUNDING REQUESTS (25%)

Pro-Fit Timing Company	\$ 800.00- \$200.00
Race Coordinator Services	\$ 1,200.00- \$300.00
Security	\$ 600.00- \$150.00

TOTAL REQUESTED FUNDS	\$1,400.00
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City ManagerITEM NO. 7.5

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

SUBJECT:

Discussion and Possible Action concerning the Audit Engagement Letter for the City of Lampasas' current fiscal year which began October 1, 2018 and will end September 30, 2019.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: May 28, 2019 For the Agenda of: May 23, 2019

Procurement and Funding Statement:

Funding will be from the Finance Department's annual operating budget. Cost for the audit is \$28,000, which is a \$600.00 increase from previous year.

Attachments: Engagement letter from Singleton, Clark & Company, PC

Summary Statement:

Preston K. Singleton, CPA, with Singleton, Clark & Company, PC has submitted their engagement letter to perform the Fiscal Year 2019 Financial Audit. Mr. Singleton's firm has prepared the City's audits for a number of years. Preliminary work is expected to begin during the summer months of 2019 prior to the end of the current Fiscal Year. The price is primarily driven by the time required by auditing standards to perform governmental audits as well as the requirement to employ qualified staff.

Recommendation:

After review and discussion of engagement letter, please make a motion to approve engagement of Singleton, Clark, & Company, PC to perform Fiscal Year 2019 audit in the amount of \$28,000.00.



SINGLETON, CLARK
& COMPANY, PC CERTIFIED PUBLIC ACCOUNTANTS

May 3, 2019

To the Honorable Mayor and City Council of the
City of Lampasas, Texas

We are pleased to confirm our understanding of the services we are to provide the City of Lampasas, Texas for the year ended September 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities (if any), each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Lampasas, Texas as of and for the year ended September 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Lampasas, Texas's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Lampasas, Texas's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Entity's Proportionate Share of the Net Pension Liability (if applicable)
- 3) Schedule of Entity Contributions (if applicable)
- 4) Schedule of the Entity's Proportionate Share of the Net OPEB Liability (if applicable)
- 5) Schedule of Entity Contributions (if applicable)

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Lampasas, Texas's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Schedules of Non-Major Funds
- 2) Budgetary Schedules
- 3) Schedule of Expenditures of Federal Awards (if applicable)

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Transmittal Letter (when applicable)
- 2) Statistical Section (when applicable)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing body of the City of Lampasas, Texas. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Lampasas, Texas's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Lampasas, Texas's major programs. The purpose of these procedures will be to express an opinion on the City of Lampasas, Texas's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Lampasas, Texas in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others.

In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon.

Your responsibilities also include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Lampasas, Texas; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Singleton, Clark & Company, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the entity or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Singleton, Clark & Company, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the entity or a federal agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit during the summer or fall months of 2019 from our office and with a preliminary interim fieldwork visit to your office, conduct final fieldwork onsite with you in the winter, and to issue our reports no later than 180 days after your fiscal year end. Robert Gattilia is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services is expected to be \$28,000. However, given the nature of an audit and the possibility that unexpected circumstances or conditions may be encountered, such as deficient accounting records or indications of fraud or irregularities, professional standards do not allow us to guarantee minimum audit fees. The above fee is also based on anticipated cooperation from your personnel. If we determine that significant additional time will be necessary to complete the audit, we will discuss it with you in advance and arrive at a new fee amount before we incur the additional time and costs.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our standard progress billing method is as follows: 30% of fee after completion of audit planning and interim fieldwork, additional 50% of fee after completion of final fieldwork, and final 20% of fee after issuance of our audit report. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us through the most recent audit phase completed and any additional time incurred on a phase in progress.

We appreciate the opportunity to be of service to the City of Lampasas, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return the letter to us after making a copy for your records.

Sincerely,

Singleton, Clark & Company, PC

Singleton, Clark & Company, PC

RESPONSE:

This letter correctly sets forth the understanding of the City of Lampasas, Texas.

Management signature: _____

Title: _____

Date: _____



BUMGARDNERMORRISON

CPAs • Tax • Audit & Accounting

Report on the Firm's System of Quality Control

To the Owners of Singleton, Clark & Company, PC
And the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Singleton, Clark & Company, PC (the firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Singleton, Clark & Company, PC in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Singleton, Clark & Company, PC has received a peer review rating of *pass*.

Bumgardner, Morrison & Company, LLP

BUMGARDNER, MORRISON & COMPANY, LLP

March 29, 2018

Bumgardner, Morrison & Company, LLP
Certified Public Accountants

Members: American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants
AICPA Private Companies Practice Section
AICPA Employee Benefit Plan Audit Quality Center
AICPA Government Audit Quality Center

1501 E Mockingbird Lane, Suite 300
PO Box 3750
Victoria, Texas 77903-3750
Phone: 361.575.0271
Fax: 361.578.0880
Website: BMCcpa.com


City Manager

ITEM NO. 7.6

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

Subject:

Discussion and request for approval to close Western Street at Second and Third Streets for no thru vehicle traffic on July 6, 2019 from 10:30 a.m. to 12:00 p.m.

Requested By: Andy Fish, Keystone Hotel Building Owner

Submitted By: Sammy Bailey, Chief of Police

Date Submitted: May 21, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

N/A

Attachments: None

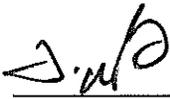
Summary Statement:

Mr. Andy Fish plans to have a one year Keystone Star Celebration at 402 S. Second Street on July 6, 2019 from 11:00 a.m. until 4:00 p.m. He request Western Street be closed at Second and Third Street from 11:00 a.m. until Noon. The event will start at 11:00 a.m. with a flag raising ceremony at the flag pole on Western Street to commemorate the Declaration of Independence of the United States in 1776. He will follow with a presentation of the people who have made the restoration of the hotel possible and the contractors who have worked tirelessly to return the Keystone Hotel to the beautiful and historic building that graces Lampasas. At the conclusion of the presentation, the hotel will be open for tours.

Recommendation:

Chief Bailey recommends approval to close Western Street for the safety of pedestrians prior to the opening ceremony at 10:30 a.m. and reopen at 12:00 p.m., or as soon after Western Street is clear of pedestrians.

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City Manager

ITEM NO. 7.7

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

Subject:

Discussion and possible action regarding selection of new City Logo

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Mandy Walsh, Economic Development Director

Date Submitted: May 8, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

N/A

Attachments: Logo Designs

Summary Statement:

As part of the Council Work Plan, staff engaged a designer to create logo options for Council review and direction. It is staff's understanding that the logo would provide a consistent message on cards, letterhead, signage, and digital media. Staff attempted to incorporate reference to our natural resources in the logo while maintaining a clear, clean and readable message. Staff is seeking Council input and further direction that will lead to a final choice.

Recommendation:

To consider a motion to approve a new City Logo

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ITEM NO. 7.8

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

Subject:

Discussion and possible action regarding the approval, denial or approval with modifications regarding Burger King Development Agreement.

Requested By: Finely deGraffenried, City Manager

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: May 24, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

Any funding required for the terms of the agreement would be allocated through the existing utility extension line items within the FY budget or programmed within the FY19/20 budget process.

Attachments: Development Score Sheet

Summary Statement:

On May 13, 2019, Council approved a professional services agreement to provide for the engineering of the replacement of water/wastewater lines in the alley in the 400 Block of Key Avenue between W. Ave C and W. Ave D. The approval was conditioned upon obtaining a development agreement with Burger King to provide for the installation of the public infrastructure.

Staff has requested a meeting with Burger King Officials to discuss an agreement, however staff desires direction from Council prior to the meeting regarding items for inclusion in a possible development agreement based upon the attached development score sheet.

Recommendation:

Motion to approve, deny or approve with modifications a development agreement regarding the Burger King commercial development.

City of Lampasas Development Participation Staff Report

Project Description

The project is an approximately 3300 square foot Quick Service Restaurant (“QSR”) with seating for 56 and a pick-up window. The developer anticipates employment of 40-45 (mixed PT/FT) with annual sales of approximately \$1,200,000.00 resulting in gross City sales tax proceeds of approximately \$18,000.00. Capital outlay for the building is \$975,000.00. The building will have a moderate electric commercial load of approximately 22,500 kWh per month (\$2531.25 plus readiness to serve). The project will include demolition of a vacant building and redevelopment of an adjacent lot.

Project Location

The Project is located on the northwest corner of Key Avenue and Avenue C

I. Project Scoring Narrative

1. Project/Development provides ROI on extension of electric utility, capital outlay or fee waivers \leq 5 years or term of agreement

Estimated cost of extension of electricity, including transformer, is \$15,649.00. Under current City policy, transformers are not included in the cost to the developer. Other fees and costs provide limited or extended ROI and are not scored.

Score (max 5 pts)

4

2. Project/Development creates primary jobs. $>$ 5 full time jobs at \$16/hr plus benefits

The Project does not create any primary jobs

Score (max 5pts)

0

3. Project is redevelopment of a distressed property or is located in area of high vacancy rates

The project does represent redevelopment in an area of high vacancy rates, and removes an aging structure. The site is further improved by the removal of underground fuel storage tanks.

Score (max 3pts)

4. Project is a Council identified need (Industrial, Commercial, Retail, Housing, Entertainment)

The project is not an identified need.

Score (max 3pts)

5. Development represents significant investment in infrastructure and fixed assets.
Infrastructure \geq \$5,000,000.00
Assets \geq \$5,000,000.00

The project does not meet the investment thresholds.

Score (max 3pts)

Project Ranking

Total Points

- 15-19 pts - High
- 5-14 pts - Medium
- 0-4 pts - Low

Ranking Summary - Notes

The project does improve the conditions in the Key Avenue corridor and provides a ROI on the extension of electric service. The project will have positive economic impacts to Lampasas, however; does not meet the threshold for additional participation based on ranking alone.

II. Council Participation Recommendations

Low - Ranking

- A. Consideration of Row Improvements (Sidewalk, Curb & Gutter, Approaches, Intersection Improvements)
- B. Consideration of cost share for utility extensions for platted in-fill lots

Recommendation

The developer will configure ROW improvements to meet the needs of the QSR. Utilities are available with the exception of Electric.

Medium - Ranking

- A. Consideration of extension of electric service including 3ph.
- B. Consideration of cost share of utility extensions

Recommendation

Based on anticipated load and cost of build-out, the project would qualify for a waiver of electric service fees and electric taps.

High - Ranking

- A. Consideration of waiver of tap fees
- B. Consideration of waiver of meter cost
- C. Consideration of waiver of permit fees

Recommendation

This project is not ranked as High.

III. Public Benefits

Council Considerations

- A. Participation in incremental cost in water extensions for system looping
- B. Participation in incremental cost for main sizing for future capacity
- C. Participation in incremental costs for projects that improve actual flows and velocity of drainage from current/undeveloped conditions

Identified incremental public benefits, beyond direct benefits to property

Staff does not anticipate incremental public benefits related to this project.

IV. Exchanges – Quid Pro Quo – in lieu of

Considerations for

- A. Easements with public benefit
- B. Property acquisition
- C. Additional public work at City’s request
- D. Reimbursement for public work at City’s request

Description/Recommendation

The project will utilize the alley as part of the “escape route” of the pick-up window. The developer intends to pave the portion of the alley to meet their needs. Prior to paving the City should consider replacing the existing water/sewer lines due to age and condition at City expense. The QSR will not connect to the alley sewer line. Council could consider additional waiver of tap fees or permit fees in exchange for an additional 80-100 linear feet of pavement for the entire alley between Ave C and Ave D; or the labor required to install a new sewer line in the alley.

V. Systems Impact

Public Safety Comment

There is no additional impact on public safety services based on this project

Traffic/Congestion Comment

Staff anticipates some additional congestion at the intersection of Key and Ave C, however; it should not adversely impact traffic flow.

Water/Wastewater Comment

The QSR is required to install and maintain a grease trap and should comply with discharges into the City sanitary sewer system. The City desires to replace aging water/sewer lines that serves adjacent properties to avoid future disruption to residents and business operations of the drive thru.

Drainage Impact Comment

There is no calculated impact to drainage. The development is on a platted lot and the QSR should not increase the amount of impervious cover at the site.

Maintenance Comment

The project will not require on-going City maintenance.

Systems Impact Summary

The development will have minimal impacts to City systems or services.

VI. Recommendation/Summary

Based on investments by the developer and the electric load, Council may consider waiving of electric upgrades, and may consider further waiver of fees in exchange of City requested paving and line replacements.

The total costs of all permits, taps and meters to serve the development is estimated at \$21,381.88.

Submitted by:  _____

Date: 5-24-19



City Manager

ITEM NO. 7.9

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

Subject:

Discussion and possible action regarding the approval, denial or approval with modifications regarding Brodie Estates Development Agreement.

Requested By: Gary Cox, Assistant City Manager

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: May 24, 2019

For the Agenda of: May 28, 2019

Procurement and Funding Statement:

Any funding required for the terms of the agreement would be allocated through the FY19/20 budget process.

Attachments: Draft Agreement, Engineer's Review Letter

Summary Statement:

On January 31, 2019, the developer, S2M2 and project engineer met with staff and presented a concept plan for the 6.70-acre development, which included 22 residential lots and a drainage detention pond. Staff reviewed the information and agreed with the concept for the development.

On April 9, 2019, the preliminary plat was submitted for approval and was considered by P&Z on May 2, 2019 and approved by City Council on May 13, 2019.

The developer has requested City Council consider an agreement to provide financial assistance for the development. The draft agreement proposes participation by the City in the amount of \$24,500.00 for the installation of electric utility infrastructure. The developer has also requested City participation in the construction of a drainage detention pond estimated at \$135,000.00 and cost sharing for installation of a looped water line if an easement can be obtained from an adjacent property owner.

The developer has requested an opportunity to discuss options with City Council related to the development and added public benefits.

Recommendation:

Motion to approve, deny or approve with modifications a development agreement regarding the Brodie Estates Subdivision.

City of Lampasas Development Participation Staff Report

Project Description

The project is a residential development comprised of 22 lots and 1 lot dedicated as *drainage*. The development complies with the SF-6 Zoning District regulations and the Preliminary Plat has been approved. Currently civil plans are being reviewed by the City's consulting engineer for drainage and utilities.

Project Location

The Project is located on the east side of Brown Street, between Cloud Street and US 190. Total project site is 6.7 acres

I. Project Scoring Narrative

1. Project/Development provides ROI on extension of electric utility, capital outlay or fee waivers \leq 5 years or term of agreement

Estimated cost of extension of electricity, including transformers, is \$24,500.00. Under current City policy, transformers are not included in the cost to the developer. Gross ROI on the extension is approximately 2.21 years. Other fees and costs provide limited or extended ROI and are not scored.

Score (max 5 pts)

4

2. Project/Development creates primary jobs. $>$ 5 full time jobs at \$16/hr plus benefits

The Project does not create any primary jobs

Score (max 5pts)

0

3. Project is redevelopment of a distressed property or is located in area of high vacancy rates

The project is located on undeveloped land in a residential area generally described as average to above average condition.

Score (max 3pts)

0

4. Project is a Council identified need (Industrial, Commercial, Retail, Housing, Entertainment)

Council may consider housing, with the proposed modest footprint, as an identified need.

Score (max 3pts)

2

5. Development represents significant investment in infrastructure and fixed assets.

Infrastructure \geq \$5,000,000.00

Assets \geq \$5,000,000.00

The Opinion of Probable Cost indicates a potential investment of \$537,977.00 in infrastructure, including \$135,000.00 for drainage and detention pond. Total Gross investment in housing is estimated at approximately \$3,300,000.00. Property taxes, used for support of general services, public safety and administration, would be approximately \$13,041.00 per year upon full build-out.

Score (max 3pts)

0

Project Ranking

Total Points

6

15-19 pts - High

5-14 pts - Medium

0-4 pts - Low

Ranking Summary - Notes

The project does address housing needs in Lampasas and the extension of electric service does provide an acceptable ROI.

II. Council Participation Recommendations

Low - Ranking

- A. Consideration of Row Improvements (Sidewalk, Curb & Gutter, Approaches, Intersection Improvements)
- B. Consideration of cost share for utility extensions for platted in-fill lots

Recommendation

The City's subdivision regulations require ROW improvements by the developer. No City participation is recommended.

Medium - Ranking

- A. Consideration of extension of electric service including 3ph.
- B. Consideration of cost share of utility extensions

Recommendation

Based on anticipated load and cost of build-out, the project would qualify for a waiver of electric service fees and electric taps.

High - Ranking

- A. Consideration of waiver of tap fees
- B. Consideration of waiver of meter cost
- C. Consideration of waiver of permit fees

Recommendation

This project is not ranked as High.

III. Public Benefits

Council Considerations

- A. Participation in incremental cost in water extensions for system looping
- B. Participation in incremental cost for main sizing for future capacity
- C. Participation in incremental costs for projects that improve actual flows and velocity of drainage from current/undeveloped conditions

Identified incremental public benefits, beyond direct benefits to property

Civil plans are currently under review, however, it is staff's understanding that no significant additional public benefits exist with the installation of drainage improvements. It is likely drainage improvements will be required to mitigate additional flows created by the development. Providing an easement could be obtained for water line looping to Cloud Street, the City should consider incremental participation.

IV. Exchanges – Quid Pro Quo – in lieu of

Considerations for

- A. Easements with public benefit
- B. Property acquisition
- C. Additional public work at City's request
- D. Reimbursement for public work at City's request

Description/Recommendation

No considerations are proposed.

V. Systems Impact

Public Safety Comment

There is no additional impact on public safety services based on this project

Traffic/Congestion Comment

Staff anticipates some additional congestion at the intersection of Brown and Elijah.

Water/Wastewater Comment

Water and wastewater will be designed and installed to City specification. If the system cannot be looped, flush valves will be required by the developer.

Drainage Impact Comment

Drainage is currently being assessed. The developer will mitigate drainage impacts by the construction of the proposed detention pond. If accepted by the City, the pond will require approximately \$480.00 maintenance per year.

Maintenance Comment

The project will require on-going City maintenance after dedication of streets and utilities.

Systems Impact Summary

The development will have minimal overall impacts to City systems or services. The development will require on-going maintenance, for flushing, paving, drainage, and utilities particularly after year 10.



JONES - HEROY & ASSOCIATES, INC.

May 23, 2019

Mr. Gary Cox
Assistant City Manager
City of Lampasas
312 East Third Street
Lampasas, Texas 76550

RE: Brodie Estates by S2M2, Inc.
Plan Review
JHA Project No. 1010-019

Dear Mr. Cox,

Jones-Heroy & Associates, Inc. has reviewed the construction plans designed by Eckermann Engineering, Inc., dated May 8, 2019, for the above referenced project as requested by the City. Below are comments for your consideration.

General Comments

- 1) Lots 6, 7, 8, and 9 in Block 1 drain towards the rear lot line on to other properties.
- 2) This project was submitted to the City utilizing a detention pond to detain stormwater runoff. The detention pond was designed for the 100-year storm event and can be seen in more detail on Sheets C.08 and C.11. Although the development creates additional stormwater runoff, the hydrologic and hydraulic analysis provided as well as the supporting documentation indicate that the proposed flows at analysis points 1 and 2 with the detention pond in place are lower than the existing flows. Therefore not adversely impacting downstream properties.

Sheet C.05, Site and Dimensional Control Plan

- 3) Under the Typical Roadway Sections, please consider changing the 1' TYP callout for flexible base and compacted subgrade to 2' TYP (MIN.). The City's Subdivision Regulations (.iv (d) (5)) state that base and subgrade shall extend four feet on both sides of the paved surface.

Sheet C.07, Existing Drainage Area Map

- 4) Please consider modifying the Curve Numbers (CN) for drainage areas EX-1, EX-2, and OS-2 utilizing CN values for a woods and/or brush cover type located under the agricultural lands table. The current CN values reference open spaces which is located

under the urban areas table and represents areas that are typically mowed (lawns, parks, golf courses, cemeteries).

- 5) Please check the Time of Concentration (Tc) value for OS-2 of 25.6 minutes. The sheet flow for this drainage area was calculated using 300 Linear Feet (LF), thus creating a higher Tc.

Sheet C.10, Storm Drain Plan

- 6) Please consider adding a storm drain profile for "C1" that shows proposed utility crossings and calculated HGL.

Sheet C.11, Detention Pond Plan

- 7) Please consider incorporating a 12-ft wide access point with a maximum slope of 4:1 for access into the detention pond for maintenance purposes.

Sheet C.12, Water Utility Plan

- 8) Please provide fire flow calculations that demonstrate fire flow capabilities and state assumptions on starting HGL at the tie-in location.
- 9) Please consider relocating the proposed fire hydrants along Waterlines A1 and A1-1 to the end of the lines to allow for a flush point in case of future line breaks. If the fire hydrants cannot be relocated, please consider adding a flush assembly at the end of each waterline as well as a flush assembly detail on the water detail sheet.

Sheet C.13, Wastewater Utility Plan

- 10) Please consider modifying the minimum vertical clearance callouts from 18" to 24". If the separation is less than 24", additional measures must be taken (i.e. installing 150 psi pressure class pipe).

Thank you for the opportunity to review these plans. Please submit any revised drawings and accompanying information for review. Please do not hesitate to call if you have any questions concerning these comments.

Sincerely,
Jones-Heroy & Associates, Inc.



Travis G. Clark, P.E.
Principal

**ECONOMIC DEVELOPMENT INCENTIVE
AGREEMENT**

This Economic Development Incentive Agreement ("Agreement") is made and entered into by and between the City of Lampasas, Texas ("City"), a Texas Municipal Corporation, and Stephen McDonald/S2M2 Inc., (referred to herein as "S2M2" or "Developer") a private residential property developer on the _____th day of May, 2019, which the Parties hereto agree will become, for all purposes, the "Effective Date" of the Agreement. The City and S2M2 are hereinafter jointly referred to as "Parties" and individually as a "Party."

RECITALS

WHEREAS, it is the City goal to promote local economic development and to stimulate and support business and commercial activity, thereby growing employment opportunities and the workforce in the City; and

WHEREAS, the City has identified a shortage in the availability of single family homes in Lampasas, which has and will continue to have an overall negative effect on the economic development opportunities within the Lampasas community; and

WHEREAS, the City has determined that one mechanism that can be implemented to move toward its objective of spurring economic growth in the City is to offer incentives for the development of the Brodie Estates Subdivision ("Subdivision"), which will be a single family resident neighborhood, including the Developer's expenditure of the capital investment related to the project infrastructure and improvements associated with the residential project, all of which the City believes will increase economic development within the corporate boundaries of the City; and

WHEREAS, S2M2, the Developer of the Brodie Estates Subdivision, desires to construct this residential development that will require a financial investment of not less than five-hundred thirty eight thousand dollars (\$538,000.00) in utility and roadway infrastructure that will benefit the Subdivision, which will consist of a minimum of twenty-two (22) single family residential dwellings within the corporate limits of the City of Lampasas (the "Project"); and

WHEREAS, as a part of the Project, pursuant to this Economic Development Agreement, S2M2 shall be obligated to make agreed upon improvements to the public infrastructure, including upgrades to and installations of various drainage, water, wastewater and public roadways ("Public Improvements") in the area near or abutting the Project, which combined cost of such infrastructure, is estimated to have a combined current approximate value of a minimum of five hundred thirty eight thousand U.S. Dollars (\$538,000.00), all of which will be required, pursuant to this Agreement and the development plans for the Project are required to serve the Project; and

WHEREAS, in addition to providing various public utilities and roadway access to the Project, the Public Improvements will provide benefits to other areas of the City, as

well, and will benefit the community and its future expansion, as a whole, including specifically the overall development to the water, wastewater and drainage systems of the Lampasas community; and

WHEREAS, accordingly, after evaluation and careful assessment, the City has determined that a substantial and material economic benefit to the local economy and public infrastructure will inure to the citizenry and City as a whole from the development of this Project; and

WHEREAS, City is authorized by the State of Texas, pursuant to legislations including the Texas Local Government Code, §380.001, *et seq.*, to promote state and local economic development and to stimulate business and commercial activity within the City; and

WHEREAS, as economic incentives to S2M2, the City desires to: (1) install at the City's cost, certain electrical infrastructure to each platted lot in the Subdivision, and (2) contributions to S2M2 for certain Project expenses, pertaining to S2M2's costs for construction of the Subdivision's water system and on-site drainage improvements, which will benefit not only the Subdivision, but will also provide water system and drainage benefits to the general area of the City of Lampasas in terms of reliability, redundancy, and utility and roadway access.

NOW, THEREFORE, in consideration of the foregoing and the covenants, agreements, representations, and warranties hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by both Parties hereto, City and S2M2 agree as follows:

AGREEMENT

Section 1. S2M2 Contractual Obligations

In consideration of the City, agreeing to provide the consideration and Economic Incentives to S2M2 for construction of the Project noted herein below, S2M2 shall:

- (a) Initiate and/or continuously proceed with all necessary planning activities on the Project within 30 days of the Effective Date of this Agreement; and
- (b) Continue, without interruption, to diligently move forward with the development of the Project, referred to herein as the Brodie Estates Subdivision, which the Developer agrees shall consist of a minimum of twenty-two (22) single-family residential dwellings on the twenty-two (22) residential lots shown on Exhibit "A" (preliminary plat), attached hereto and incorporated herein for all purposes, (referred to herein as the "Subdivision Concept Plan") as proposed and approved by the City as part of this Agreement, until the Subdivision's development is fully completed, with one-hundred percent (100%) completion of all construction of the dwelling units to occur on or before the end of year _____ (), after the Effective Date of this Agreement; and
- (c) Initiate and diligently move forward with over the term of this Agreement, the

- installation and construction of the improvements to public infrastructure, detailed on Exhibit B, attached hereto and incorporated herein for all purposes, with such improvements to public infrastructure having estimated current total value of a minimum of five hundred thirty eight thousand U.S. Dollars (\$538,000.00), and with all such improvements to be one-hundred percent (100%) completed within 2 years after the Effective Date of this Agreement; and
- (d) Provide complete and acceptable documentation to the City demonstrating S2M2's actual investment as to the public infrastructure components, prior to the City's final acceptance of the public infrastructure and any reimbursement by the City for same; and
 - (e) Provide the City with an engineer's certification that all public infrastructure has been installed as per the specifications for the project and as per all applicable City, State or Federal standards;
 - (f) Provide any required or requested performance bonds in accordance with the City's Subdivision Ordinance in effect as of the Effective Date of this Agreement and complete the construction of all public infrastructure in accordance with the Subdivision Regulations in effect as of the Effective Date, as well.
 - (g) Provide a maintenance bond for all public infrastructure in accordance with the City's Subdivision Regulations for the duration of the construction of the Subdivision, and for a period of three (3) years following the date of final acceptance of the last piece of public infrastructure accepted by the City.
 - (h) Provide maintenance (including mowing) of all public infrastructure until such time the subdivision is complete.
 - (i) Begin the initial phase of construction on the Subdivision Project, which shall consist of constructing a minimum of _____ (____) single-family residences in the Subdivision, on or before _____, 20____; and
 - (j) Complete the initial phase of construction on the Subdivision Project, as detailed above in subsection (h) on or before _____, 20____;
 - (k) Begin the second phase of construction on the Subdivision Project, which shall consist of constructing a minimum of _____ (____) single-family residences in the Subdivision, on or before _____, 20____;
 - (l) Complete the second phase of construction on the Subdivision Project, as detailed above in subsection (j) on or before _____, 20____;
 - (m) Provide the City with a semi-annual report, (on November 30th and June 30) of all construction activities related to the Project and Subdivision, through build-out, and provide interim status reports to the City Manager and/or his assignee, as requested by the City, on a more frequent basis, if requested by the City; and
 - (n) Construct and bid all Public Improvement infrastructure components of the Project strictly to City specifications and stipulate that all inspections by independent third-party inspectors shall verify their inspection information with the City, at the discretion of the City Manager; and
 - (o) Promptly notify the City Manager, in writing, at any time that S2M2 identifies issues that may cause a delay in the ongoing development of the Project or otherwise cause S2M2 to miss any of the deadlines set forth herein for the Project; and
 - (p) For property owned by S2M2, keep current on the payment of any and all taxes owed to any taxing jurisdiction in which the Property is located; and

- (q) Keep current in the payment of all charges and fees for utility services provided by the City to the Property; and
- (r) Comply with all Federal, State and Local regulations and laws pertaining to the construction of the Project; and
- (s) Cooperate with the City in promptly providing requested documentation to confirm compliance with the terms of this Agreement.

Section 2. City Economic Contributions to S2M2

In the event that Developer performs its contractual obligations pursuant to this Agreement, as stated herein above, in Section 2, the City shall provide incentives to the Developer and perform its obligations under this Agreement, as stated herein below:

1. Electrical Infrastructure: In consideration of S2M2's investment of approximately seven hundred fifty thousand (\$750,000.00) U.S. Dollars in the development of the Subdivision within the City's corporate limits, not including the money invested by the Developer in the public infrastructure detailed herein, and S2M2's satisfactory performance of all other acts and obligations hereinafter described, as an incentive for S2M2's investment in the City, the City agrees to extend residential electric utility infrastructure from the City's existing electric distribution system to each of the Subdivision's platted residential lots. The total City financial incentive provided to S2M2 for this component of the Economic Development Agreement related to the Project is currently estimated to be valued at twenty four thousand five hundred dollars (\$24,500.00), contributed by the City, to S2M2 and the Project. The Plans and Cost summary related to this City incentive is set forth on **Exhibit "C,"** which is attached hereto and incorporated herein for all purposes.
2. As an additional Economic Incentive to the Project, the City agrees to contribute to S2M2, an amount equal to up to _____% of S2M2's construction costs for the Project's on-site drainage infrastructure, in an amount not to exceed \$_____, which infrastructure benefits the surrounding area by reducing storm water runoff from the Project property by 10 cfs or 5% over existing conditions during a 100 year storm event, as verified by engineering calculations. S2M2 shall submit to the City a detailed invoice outlining the actual amount of S2M2's on-site drainage infrastructure construction costs.
3. Additionally, if a utility easement can be obtained from property owners adjacent to the Subdivision, in locations that will allow for the looping of the City's water distribution system and therefore benefit the municipal water distribution system, as additional economic incentive to the Project, the City agrees to contribute to S2M2 an amount equal to S2M2's actual costs for the construction and materials required for up to 175 linear feet of water line improvements that will be made by S2M2 related to the Project's connectivity and improvements to the water distribution system of the City.
4. City's Economic Incentive Payment Schedule and Process: The City's Economic Contributions for S2M2'S Project Expenses shall be paid as follows:
 - a. City shall contribute funds related to the Project components to S2M2 up to a maximum of _____percent or \$_____ for the construction of the Public

Improvement component of the Project's on-site drainage infrastructure, which also will benefit the area adjacent to and surrounding the Project. Release and payment of these funds by the City shall occur upon S2M2's completion of the drainage construction, submission of complete documentation and invoices detailing actual public improvement expenses pertaining to this phase of the Project only, submission of the Developer's Engineer certifying that construction of the infrastructure was completed in accordance with the Project design specifications submitted to the City for this component of the Project, and receipt of the City Engineer's 'Final Letter of Concurrence' certifying the additional benefits guaranteed and warranted by the Developer related to the construction of the drainage infrastructure will, in fact, inure to the City as designed and built by S2M2, and providing the City's final acceptance of the Public Improvement infrastructure for which these City funds have been apportioned.

- b. City shall contribute funds related to the Project components by payment to S2M2 a maximum of \$_____ for expenses related to construction of up to 175 linear feet of water line looping by S2M2 done to complete connectivity between the development and water distribution lines in Cloud Street, resulting in improved public infrastructure within the City. Release and payment of these funds by the City shall occur upon S2M2's completion of the construction of the water line improvements, submission of complete documentation and invoicing detailing actual public improvement expenses pertaining to this phase of the Project only, and receipt of the City Engineer's Letter of Concurrence, providing the City's final acceptance of the Public Improvement infrastructure for which these City funds are apportioned.
- c. It is acknowledged and agreed by both S2M2 and the City that the maximum total amount of all Economic Development Incentive Funding that will be provided by the City to S2M2 shall not exceed a total of \$_____, for all portions of the City's incentive participation in the Project.
- d. S2M2 further acknowledges and agrees that the City's purpose in entering into this Agreement is to encourage development of the Subdivision on the Property, as the residential development designed and proposed by S2M2, i.e., the Project, which includes the various ancillary public improvements detailed herein in this Agreement, Therefore, S2M2 agrees to develop the Project as detailed herein, and to fully complete such development, as the Project, and solely for the use and purpose as the designed and approved residential Subdivision Property, in phases pursuant to the schedule agreed upon by S2M2 as detailed herein in Section 2 above, and to be fully completed on or before the end of the ____th month after the Effective Date of this Agreement.
- e. The Developer acknowledges and agrees that if the Project, including all public infrastructure, is not fully completed and installed on or before the ___month after the Effective Date of this Agreement, such delay shall be deemed by the City to be a material breach and default by the Developer and as such it shall result in a termination of the Agreement and payment obligations by the City, and which will trigger Recapture of any and all incentives already paid to S2M2 by the City,

if any, pursuant to Section 4, below.

Section 3. Recapture/Termination

In the event that S2M2 allows ad valorem taxes owned by S2M2 on the Property, to the City or other taxing entity, to become delinquent by more than ninety (90) days, then this Agreement shall automatically terminate, with no opportunity for appeal or redress by S2M2. On such occurrence, the termination by breach by S2M2 shall trigger Recapture of Economic Payments made by the City of Lampasas, if any, as set forth herein below.

In the event that the City determines that S2M2 is in default of any of its responsibilities, noted herein, or of any of the terms, provisions, or conditions contained in this Agreement, then the City shall give S2M2 notice that it has thirty (30) days to cure the default identified by the City. In the event such default is not cured by S2M2 within the 30 day cure period, or if S2M2 has not commenced and prosecuted with continuous and sufficient diligence a satisfactory cure of the default(s) to the full satisfaction of the City within the thirty (30) days cure period, then this Agreement shall automatically terminate, with no opportunity for appeal or redress by S2M2, and the City may trigger Recapture of any economic Payments made by the City, if any, to S2M2.

The date of termination as a result of default, as that term is used in this Section 4. shall be, in every instance, the 31st day after the day the City sends notice of the default(s) in the mail to the address shown in this Agreement to S2M2, or by hand delivery, or by alternative transmission as set forth herein. Should the default be cured by S2M2 within the thirty (30) day cure period, S2M2 shall be responsible for so advising the City, in writing, and for obtaining a written 'release from the default by cure' from the City. If S2M2 fails to obtain the written release from the City on or before the 31st day, the Agreement will be considered to be terminated.

In every case of termination due to S2M2's default, as set forth above: (1) the City shall have determined in its sole discretion whether the default that occurred by S2M2 in the terms and conditions of this Agreement was material to the City; and (2) whether the default was not timely and fully cured to the City's satisfaction. If these two conditions are found by the City to exist, then S2M2 will have been deemed to have forfeited any and all Economic Development incentive payments it has already received from the City, as well as any rights to incentives not yet distributed by the City under this Agreement. Accordingly, pursuant to this Agreement upon such material uncured default, S2M2 shall be legally obligated to return all incentive funds previously provided to S2M2 by the City to the City on or before the 30th day after the City notifies S2M2 that it has terminated the Agreement, because of S2M2's uncured breach and provides S2M2 with the amount that is being recaptured by the City from S2M2. ("Recapture") Further, after default, S2M2 shall not be entitled to any further funding from the City under this Agreement, or any future funding, development or incentive agreement with the City of Lampasas. Maximum amounts required to be repaid to the City pursuant to this Agreement shall be no more than the combined total amounts outlined in Section 2 of

this Agreement. Further, in the event of default, as part of the Recapture, S2M2 shall be contractually obligated to pay the City the full value of the electrical system installation and any fees or expenses, which would have otherwise been realized by the City, without the benefit of this Agreement, but which were waived by the City as part of this Agreement as an additional economic incentive to the Developer for the Project.

Section 4. Certification of Compliance by S2M2

On written request by City, but at a minimum of at least once per year even without request from the City, S2M2 shall certify in writing to the City its compliance with all provisions of this Agreement. Such certification shall include all documentation establishing that all taxes related to the Property have been timely and fully paid, as required by law, and that the Project and the Subdivision development targets and development goals have been satisfied. The City, at any reasonable time, shall have the right to review all records of S2M2 related to the Project and provisions of this Agreement, and S2M2 shall cooperate with such review, as required.

In accordance with Chapter 2264, Texas Government Code, S2M2 certifies that neither S2M2, nor any branch, division, subcontractor or department of S2M2 will or does knowingly employ any undocumented workers. S2M2 further certifies that in the event that S2M2, or any branch, division, subcontractor or department of S2M2 is convicted of a violation under 8 U.S.C. Section 1324a (f), S2M2 shall repay the amounts previously provided to S2M2 by the City pursuant to this Agreement, as noted in the Section 4 above related to Recapture. Should such conviction occur during the term of this Agreement, then such a conviction shall be cause for the immediate termination of this Agreement and Recapture.

Section 5. Term

This Agreement shall be effective for a period of _____ () years from its Effective Date, which the Parties intend to coincide with the date that the Agreement is approved by the City Council of the City of Lampasas, Texas, as shown by the signature of the City Manager hereon below, unless otherwise terminated pursuant to the provisions otherwise set forth herein.

Section 6. Entire Agreement

This Agreement contains the entire agreement between the City and S2M2 with respect to the Project and the incentives offered to S2M2 by the City, as set forth and contemplated herein. This Agreement may only be amended, altered, or revised by the mutual approved written instrument signed by both the City and S2M2.

Section 7. Successors and Assigns

This Agreement shall be binding on and inure to the benefit of the Parties, their respective successors and assigns. S2M2 may assign all or part of its rights and obligations hereunder only upon prior written approval of the City, which approval shall be at the sole

Section 9. Interpretation

Regardless of the actual drafter of this Agreement, this Agreement shall, in the event of dispute over its meaning or application, be interpreted fairly and reasonably, and neither more strongly for or against either Party

Section 10. Applicable Law

This Agreement is made and shall be construed and interpreted under the laws of the State of Texas and exclusive venue for any claim, dispute, lawsuit or other legal proceeding arising out of this Agreement shall lie in Lampasas County, Texas.

Section 11. Dispute Resolution

The Parties hereto agree that prior to filing legal claims and actions; the Parties will make good faith efforts to resolve any disputes that arise through mediation and negotiations, with the costs of such mediations to be shared equally by the Parties, except that each Party shall bear their own attorney costs, if any are incurred.

Section 12. Severability

In the event that any provision of this Agreement is illegal, invalid, or unenforceable under present or future laws, then and in that event it is the intention of the Parties hereto that the remainder of this Agreement shall not be affected thereby, and it is also the intention of the Parties to this Agreement that in lieu of each clause or provision that is found to be illegal, invalid, or unenforceable, a provision be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid, or unenforceable.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the _____ Day of May 2019.

THE CITY OF LAMPASAS

ATTEST:

Finley deGraffenried, City Manager

Christina Marez, City Secretary

Approved as to Form

J.C. Brown, City Attorney

Stephen McDonald

ATTEST:

Stephen McDonald

STATE OF TEXAS

§

COUNTY OF LAMPASAS

§
§

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Finley deGraffenried, known to me to be the City Manager of the City of Lampasas, Texas.

Notary Public

My Commission expires: _____

STATE OF TEXAS

§

COUNTY OF LAMPASAS

§
§

The foregoing instrument was acknowledged before me this ____ day of _____, 2019 by Stephen McDonald.

Notary Public

My Commission expires: _____

Exhibit B

S2M2 Public Improvements

Water Distribution

780 LF 8" C900 Water Pipe
Fire Hydrants, Valves, casings, fittings, etc

Estimated Value: \$ 78,523.00

Waste Water

730 LF SDR-26 Sewer Pipe
Manholes, clean outs, etc.

Estimated Value: \$ 90,960.00

Drainage

440 LF 36" RCP Culverts
2 – 36" Headwalls
Detention Pond Outfall Structure

Estimated Value: \$ 130,400.00

Additional potential drainage benefits from construction of proposed drainage facilities:

1. Aids in historical drainage issues in the Hillcrest Subdivision and surrounding areas.
2. 10 Cfs reduction of flows during 100 year flood event (5% total reduction)

Roadway

1840 LF of Curb/Gutter
3750 sq. yards Asphalt
4350 sq. yards 8" Flex Road Base
Fill, erosion control, etc.

Estimated Value: \$189,200.00

Contingency

\$ 48,907.00

Total: \$ 538,000.00

Exhibit C

City Estimated Cost of Electrical Infrastructure Installation

ESTIMATED COST TO BUILD OVERHEAD LINES IN BRODIE ESTATES

CONSTRUCTION OF NEW LINES	\$13,000.00	
COST OF TRANSFORMERS	\$11,500.00	
	<hr/>	
	\$ 24,500.00	TOTAL

ALL LINES WILL BE BUILT ON THE STREET SIDE