

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
MONDAY MARCH 25, 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 Monday, March 25, 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 with representatives from Atlas 4000 Bicycle Ride.
3. Interviews with selected firms regarding development of a Comprehensive Plan for the City of Lampasas.  
*(pgs. 5-6)*
4. Discussion regarding Stone Valley Development Agreement  
*(pgs. 7-8)*
5. Discussion regarding any item on the regular agenda
6. Adjourn Workshop Session

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

**ANNOUNCEMENTS**

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
  - Johnny "Lam" Jones Day Proclamation
  - National Library Week Proclamation
  - National Fair Housing Month Proclamation

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>	<b>PAGES</b>
1.1	Citizen comments – Any citizen who desires to address the City Council on a matter 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

	<b>MINUTES</b>	<b>PAGES</b>
2.1	Discussion and possible action regarding approval of amended minutes from the regular meeting on February 25, 2019	9-18

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3.0	CONSENT AGENDA	PAGES
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3.2	Discussion and possible action regarding the 2 <sup>nd</sup> reading of an Ordinance amending Chapter 66 Streets, Sidewalks, and other Public Places, Article V- Abandonment of Streets, Alleys or Right-of-Ways	47-50
4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Municipal Court Monthly Report</li> <li>2. City Secretary Monthly Report</li> <li>3. Police Department Monthly Report</li> <li>4. Utility Billing and Collections Monthly Report</li> <li>5. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>6. Building Official Monthly Report</li> <li>7. Economic Development Monthly Report</li> <li>8. Fire Department Monthly Report</li> <li>9. Parks and Recreation Monthly Report</li> <li>10. Information Systems Monthly Report</li> <li>11. Library Monthly Report</li> <li>12. Golf Course Monthly Report</li> </ol>	51-76
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> <li>• Library</li> <li>• Development</li> <li>• Old City Hall</li> <li>• CIP</li> <li>• 4/8 Workshop</li> <li>• W/WW Building</li> <li>• Community Service</li> <li>• Water Meters</li> <li>• Audit</li> <li>• West Avenue E</li> <li>• TML Legislative Updates</li> </ul>	77-78
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7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action concerning Guthrie Library Committee Bylaws	79-82
7.2	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax Funds in the amount of \$7,254.74 for event expenses related to the 18 <sup>th</sup> Annual Riata Roundup Rodeo April 25-27, 2019	83-90
7.3	Discussion and possible action regarding change order from CTEX Construction Services for Nix Tank Rehabilitation in the amount of \$3,600.00 for logo/lettering.	91-98

7.4	Discussion and possible action regarding the Stone Valley Development Agreement	99-100
7.5	Discussion and direction from Council regarding City Sign Presentation	101-110
7.6	Discuss and consider recommendation from LEDC and Foresite Group related to developing additional broadband capacity	111-112
7.7	Discussion and possible action regarding 2019 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-of-Way access line rates.	113-116
7.8	Discussion and possible action regarding the purchase of an MPC Door Retrofit for the pump station at Hancock Park Golf Course	117-122
7.9	Discussion and possible action regarding the selection of a firm to provide comprehensive planning services.	123-124

Adjourn

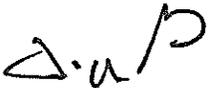
I, Becky Sims, Assistant City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 22 day of March 2019 at

1:42pm

Becky Sims

Becky Sims, Assistant City Secretary

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City Manager

ITEM NO. WORKSHOP-3

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

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**Subject:**

Interviews with selected firms regarding development of a Comprehensive Plan for the City of Lampasas.

Requested By: Gary Cox, Assistant City Manager

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

N/A

Attachments: N/A

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**Summary Statement:**

On February 15, 2019, a request for qualifications (RFQ) was published soliciting proposals from firms for the comprehensive planning services. The deadline for submission of proposals was March 15, 2019 by 2:00 p.m. A total of four (4) firms submitted proposals prior to the deadline. A fifth proposal was received however, it was delivered after the deadline and after staff had compiled and distributed the list of eligible proposals and therefore was not considered. Proposals were received from the following firms: 1) HALFF Associates, Inc – Austin, TX 2) Design Workshop, Inc. – Austin, TX 3) PLACE Designers – Round Rock, TX 4) VERDUNITY – Dallas, TX. A staff committee reviewed the proposals and evaluated the submissions based upon criteria set forth in the RFQ. Based upon the scoring of the submittals, staff extended invitations to the two firms, who ranked the highest, to appear at the workshop and present/discuss their proposals with Council and members of other city boards.

**Recommendation:**

Discussion Only

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City ManagerITEM NO. WORKSHOP-4

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

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**Subject:**

Discussion of a development agreement for the Stone Valley Subdivision.

Requested By: Gary Cox, Assistant City Manager

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Draft Agreement

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**Summary Statement:**

In 2018, City Council approved the final plats for the development known as Stone Valley and discussed possible economic incentives to be provided by the City in support of the development and additional benefits realized by the community because of improvements to the roadway, water, wastewater and drainage systems. Staff has also worked with the developer to include the construction of an off-site drainage system benefitting a neighboring subdivision as part of the development agreement. The engineering and cost estimates for the off-site drainage have recently been received and the City is in a position to finalize the development agreement and the terms, which were previously discussed with the developer.

**Recommendation:**

Discussion only.

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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 FEBRUARY 25, 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  
Cathy Kuehne  
Robert McCauley  
Delana Toups  
Chuck Williamson  
Michael White

**Council Members absent:**

None

**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  
Monica Wright, Information Systems Director  
Sammy Bailey, Police Chief  
Rickie Roy, Public Works Director

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

**I. Call to Order Special Session**

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

**II. Adjourn into Executive Session**

Mayor Pro Tem Monroe moved to adjourn into executive session at 5:31 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

City Manager deGraffenried requested that Gary Cox, Assistant City Manager, and Yvonne Moreno, Finance Director, be allowed in executive session. Mayor and Council members approved.

**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:

1. Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) - Utilities.
2. Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body; Cause No 13-17-00047 CV Kempner Water Supply Corporation v. City of Lampasas and/or other matters posted on the regular agenda.

Executive session was adjourned at 6:06 p.m.

<b>SPECIAL SESSION</b>
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- III. Discussion and possible action concerning items posted and discussed by Council in Executive Session

Mayor Pro Tem Monroe moved to authorize the Mayor and City Manager to work with Legal Counsel to negotiate, finalize and execute a settlement agreement with Kempner Water Supply Corporation in Cause No. 13-17-00047 CV within the parameters discussed in executive session. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

- IV. Adjourn Special Session

Council member Kuehne moved to adjourn special session at 6:07 p.m. The motion was seconded by Council member Touts and with a unanimous vote, the motion carried.

<b>WORKSHOP SESSION 5:30 P.M.</b>
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1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 6:08 p.m.

2. Discussion regarding Chapter 66 Streets, "Sidewalks and other Public Places", Article V "Abandonment of Streets, Alleys and/or Public Right-of-Way"

City Manager deGraffenried explained that at the request of City Council, Staff has placed this item on the workshop agenda for discussion, input and direction. Based on discussion at the previous meeting, Staff recommends review of Division II, Section 66-190 for inclusion of a review process by the Planning and Zoning Commission.

deGraffenried reviewed information that was provided to Council back in February 2015 when Council had discussed the need/desire to further investigate the City's current practice and specific Ordinances related to closing, abandoning, vacating and conveying City right-of-ways. At that time, Council indicated to desire to further investigate possible amendments to the Code, as well as, the desire to become further educated regarding interests, title and rights to City Streets and Alleys. Council changed the process of any

requests for abandonments of streets, alleys and/or public right-of-ways come directly before City Council for consideration.

Council member McCauley expressed that he felt that the requests should be reviewed by the Planning & Zoning Commission (P&Z) first because they have knowledge of zoning, land use, comprehensive plan for our City and more time to review the request. Council gets the request information on a Friday and must make a decision on Monday, not enough time to review. He also said that if the process is changed back and the P&Z made a recommendation to Council, it would take a three-fourths (3/4) majority vote from Council for it to be approved or denied.

deGraffenried explained that if Council wanted to change the process back to all requests going before the Planning & Zoning first, he could make that change.

Council discussion included:

- There was discussion
- Mayor Pro Tem Monroe was fine with the P&Z reviewing the request(s) since they have more expertise.
- Council member White was concerned that if the request had to go before the P&Z, would it extend the process longer for the requestor.
- Council member Kuehne questioned why it was taken from the P&Z. deGraffenried explained that the change was made based on statute and timing.
- Council member Toups said that she would like the P&Z to be able to review the request(s) and provide comment.

After all the discussion, deGraffenried said that he would draft a change to the process and present back to Council.

### 3. Discussion regarding 2019 City Council Work Plan

City Manager deGraffenried handed Council members a handout of the Council Work Plan and reviewed the action steps, comments and target dates. The following was also discussed:

- Take Civic Center off the list
- Food trucks at the Golf Course – review the Ordinance
- Outdoor music events
- Stakeholders
- Technology
- Town Hall meeting – possibly include the budget process as a discussion topic
- Streets
- Strength committees with additional training

deGraffenried asked Council to review the presented Work Plan and provide any feedback for additional discussion at the next Council meeting

### 4. Discussion regarding utility extension on Hetherly for RKJ Development

Gary Cox, Assistant City Manager, explained that this item was placed on the Council agenda to allow discussion regarding public improvements and possible financial participation for a residential

development on Hetherly Street. RKJ Construction, Inc. has approached Staff and requested consideration regarding extension of water and wastewater services to three (3) lots located on Hetherly Street. Based upon per unit costs recently used for a similar project East Avenue G, Staff estimates the cost to install 225 feet of sanitary sewer and appurtenances at approximately \$34,000.00.

Cox noted that engineering has not been done and Eckermann Engineering has provided a cost of \$6,500.000 for their services on this project.

Council discussion included:

- Though there was a similar project on East Avenue G, this project is not the same for consideration of the City cost sharing the extension of services.
- There was concern if the City incurred the cost of engineering services and then the development was not done.
- Engineering services should be done first and then Council would have a better idea of the cost of extension of services and any other costs associated with it such as an extra manhole due to elevation issues.

5. Discussion regarding FY 19/20 Budget Roll-Out

City Manager deGraffenried explained that this item was placed on the workshop agenda to allow brief review of the upcoming budget process. He wanted to seek input from Council on the process, data, and priorities.

Council liked how the process was handled last year.

6. Discussion regarding any item on the regular agenda

There was no discussion.

7. Adjourn Workshop Session

Mayor Pro Tem Monroe moved to adjourn the workshop session at 6:39 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

A break was taken before going into

<b>REGULAR SESSION</b> <b>7:00 P.M.</b>
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 7:00 p.m.

B. Invocation and Pledge of Allegiance

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

C. Presentations and Proclamations

Mayor Talbert presented certificates to the Lampasas Lady Badgers Varsity basketball team for their successful season and their playoff run.

D. Community Champion

Mayor Talbert recognized Mark Myers and Falyn Myers as Community Champions for their volunteered countless hours of their evenings and weekends to help rejuvenate girls basketball in Lampasas.

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>
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.

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning approval of minutes of the regular meeting on February 11, 2019

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

3.0	<b>CONSENT AGENDA</b>
3.1	Discussion and possible action regarding the second reading of an Ordinance to Close, Abandon, Vacate and Convey a Street and/or Public Right-of-Way or a portion thereof, for property being described as East Deb Lynn from Willis Street to Rice Street.
3.2	Discussion and possible action regarding the second reading of an Ordinance to consider approval, denial, or approval with modification(s) the rezone of 2.18 acres from Retail “R” to Central Business District “CBD”, Lampasas County, Lampasas, Texas. The property is described as Block 10, Old Town Lampasas, Lots 1-7 and the closed portion of First Street, Pecan Street and the alley in Block 10, commonly known as 208 S. Liveoak, Lampasas, Texas.
3.3	Discussion and possible action regarding the second reading of an Ordinance to Close, Abandon, Vacate and Convey the North 4 feet of East Second Street Right of Way adjacent to Lot 3, Block 10 of Old Town Lampasas.
3.4	Discussion and possible action regarding the second reading of an Ordinance amending Chapter 38 “Fire Prevention and Protection” Article IV “Fire Code” adding section 38-107 concerning exceptions to previously adopted 2012 International Fire Code Appendix C Fire Hydrant Locations and Distributions.
3.5	Discussion and possible action on the receipt of the Monthly Investment Report for January 2019.

Council member McCauley requested that Item 3.1 be pulled from the consent agenda for further discussion.

With the exception of Item 3.1, Mayor Pro Tem Monroe moved to approve the other consent agenda items as presented. The motion was seconded by Council member McCauley and with a unanimous vote, the motion carried.

3.1	Discussion and possible action regarding the second reading of an Ordinance to Close, Abandon, Vacate and Convey a Street and/or Public Right-of-Way or a portion thereof, for property being described as East Deb Lynn from Willis Street to Rice Street.
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*Council member McCauley expressed his desire to have a utility easement for future purposes.*

*City Manager deGraffenried indicated that there was no compelling reason to have an easement. He had asked City Staff, specifically the Electric Department, and they expressed no known reason to have one.*

*Council member White moved to approve the second reading an Ordinance to Close, Abandon, Vacate and Convey a Street and/or Public Right-of-Way or a portion thereof, for property being described as East Deb Lynn from Willis Street to Rice Street as is with no easement. The motion was seconded by Council member Toups and with a vote of six in favor and one opposed (McCauley), the motion carried.*

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

Christina Marez, City Secretary, introduced her Department employees that were present, Becky Sims and Vicki Tower. She also indicated that she supervises Mr. Ramon Canada, Custodian. She expressed that her employees make her Department run efficiently and successfully. It is a team effort that strives to meet the best service to employees and the citizens.

Marez noted that Mrs. Becky Sims is very savvy with power point and has put together an outline that defines/explains the responsibilities of the City Secretary Department and its employees. Discussion was turned over to Sims to review the overhead presentation.

Sims noted some of the following:

- Departmental responsibilities
- Boards and Commission that the Department supports
- Process on how the Council agenda/packet is created, as well as the P&Z and ZBA requests/packets
- For 2018, the Department attended, created the packets or took minutes for over 30 meetings, not including Council meetings

- For 2018, 36 Open Records Requests were completed
- For 2018, the Department assisted the Building Department with the following: 414 building permits issued and 485 inspections scheduled

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- Meters - Contractors installed meters on the west side of town this past week. To date, 214 meters have been installed in routes 12 and 15, which will provide more accurate readings and time of use information. Contractors will return after additional meters are purchased to complete this phase of the change out project.
- Demographics - The Texas State Demographer has released population estimates for January 1, 2018 for Counties and Places. Although Lampasas represents a relatively small statistical sample size, their methodology should provide a reasonable forecast. Estimated population for Lampasas on January 1, 2018 is 7,915; up 18.5% from 2010. The Demographer's methodology includes review and analysis of births and deaths; housing permit activity; and school census. Lampasas should also feel impacts of growth along corridors, particularly 183 South where Leander has seen 97.6% increase in population, and Liberty Hill has seen a 109.2% increase.
- Fire Chief - On February 13, 2019, Council was notified that Reece Oestreich had submitted his resignation to pursue an opportunity with the State of Texas. As indicated, the City is in the process of preparing a vacancy announcement for publication in media and trade outlets. Additionally, he would be meeting with Fire Department personnel this week to seek input on real and perceived needs of the Department and desired qualities of a new Chief.
- LCRA Grant – Police Chief Bailey reports that the Police Department has applied for funding from the LCRA Community Grant Program for sealing and painting of the Police Station. This project has been discussed through the previous year budget process, however; was not funded. Chief Bailey believes sufficient in-kind match could be provided to drastically reduce the monetary match from the City. Chief Bailey is hopeful to hear in the near future regarding the status of the application.
- Local Option - Staff is hopeful to complete the information related to the Local Option alcohol election prior to the Council meeting. Research of various regulatory controls of the State and City have taken more time than originally estimated. Based on the Alcoholic Beverage Code, the State maintains the majority of regulatory control over establishments that sell or serve beer, wine and mixed drinks, however; the City does have opportunities to review and provide objection to individual permit applications and renewals; and may control locations to the extent allowed by the Code.
- Tree Trimming – Gary Cox, Assistant City Manager, and Chris Eicher, Parks & Recreation Director, are preparing RFQ's for Park tree trimming. Based on the interest, and the varied experience and expertise of regional contractors, the City will be seeking contractors through the qualification process. After review and scoring, the most qualified contractor will be selected and a scope of work and price will be negotiated. Park tree trimming was specifically funded for the first time this year, and was identified as a priority through the CIP process.
- Personnel Policy - Two marathon staff meetings have resulted in tremendous progress in the update to the City of Lampasas Personnel Policy. The staff team charged with initial review should complete their work in the next couple of weeks, after which time the draft will be available for review by Council and City Manager.

- Foresite Meeting - The Foresite consulting team is planning to present their final report to the Lampasas Economic Development Corporation on March 20, 2019, and Staff and the EDC Board are requesting a joint meeting with City Council to review the results. Foresite has been working on the inventory, assessment and design of internet models for the community for approximately one year and plans on presenting fiber to the home design, financial models, operational options and possible funding sources.
- CIP - The first meeting of 2019 for the Capital Improvement Program Committee was held on February 6, 2019 with new Board members Neal Leavell and Diana Hodges. The Committee discussed the format of future meetings and the components of the annual report. The next meeting will be held on March 7, 2019 and will include presentations by Department Directors regarding capital needs. Staff has also been directed to discuss CIP projects with related Boards and Committees.
- Variance - For your information, the Zoning Board of Adjustment approved a variance for the property located on the corner of Avenue C and Key Avenue. The current structure on the property was built on the west property line, and the new owner seeks to demolish the structure and put a new building approximately 12 feet to the east, however; the awning will encroach on the required side yard. The variance was approved and the developer is hopeful to commence construction in April.
- Special Council Meeting – A Special Council meeting is necessary either March 6 or March 7 for the consideration of the selection of a firm to provide administrative services for the 2019/2020 Community Development Block Grant Program, as well as approval of a Resolution authorizing application for the Grant. Staff will coordinate with Council on the final meeting date.

5.2	MAYOR’S COMMENTS
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Mayor Talbert did not have any comments to report.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding the purchase of 230 Neptune AMR water meters from Core and Main in the amount of \$47,610.00

Gary Cox, Assistant City Manager, explained that in 2015, the City began a meter replacement program to provide for the replacement of manually read meters with electronic read meters. The City selected Neptune AMR meters after evaluation of products and implemented the use of Neptune AMR water meters. The meters are proprietary in nature and are compatible with existing meter reading technology owned by the City.

Cox also explained the following:

- The purpose of the program is to improve the efficiency and accuracy of the meter reading process, as well as, provided detailed information regarding the consumption of water that is metered through the system.
- Since 2015, approximately 1,068 Neptune AMR meters were installed.
- Approximately 3,400 meters are remaining in the system awaiting replacement.

- A goal to install 500 meters was set for FY 18/19, with the balance to be completed over the next two budget cycles, pending the availability of funds.
- This requested purchase of 230 (\$207.00 each) meters coupled with the meter inventory as of the beginning of the fiscal year would enable the goal to be accomplished.
- Core & Main/Neptune has provided a sole source letter for the purchase.
- The City has budgeted \$50,000.00 for this project.

Council member McCauley moved to approve the purchase of 230 Neptune AMR water meters from Core and Main in the amount of \$47,610.00. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.2	Discussion and possible action concerning approval of Relay for Life Bark for Life Event to be held at Hanna Springs Sculpture Garden on March 2, 2019 from 11-2 p.m.
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Becky Sims, Assistant City Secretary, explained that a representative from Relay for Life (Bark for Life) committee has asked to use the City of Lampasas Hanna Springs Sculpture Garden for their annual event on March 31, 2019 from 12:00 p.m. to 3:00 p.m. instead of the originally requested date of March 2, 2019.

Sims noted that they have used this venue for the past two years. Tina Matney, President for LAFTA (Lampasas Association for the Arts) has been notified and there are no scheduling conflicts and they are excited to welcome this event.

Mayor Pro Tem Monroe moved to approve the request from Relay for Life Bark for Life Event to be held at Hanna Springs Sculpture Garden on March 31, 2019, 12:00 p.m. to 3:00 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding the selection of an engineering firm to provide professional services for the 2019 Community Development Block Grant Program Application.
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Gary Cox, Assistant City Manager, explained that in accordance with the requirements of the CDBG application, a Request for Qualifications (RFQ) for engineering services was advertised on January 16, 2019 with a closing date of February 8, 2019. Eight (8) proposals were submitted for evaluation in response to the solicitation. A panel of staff members included the Public Works Director, Water/Wastewater Operations Manager and himself to evaluate the proposals.

Cox reviewed the scoring summary of the proposals received from:

- Mitchell & Associates
- VEI Consulting
- Martinez/Moore
- Mendez
- Jones Heroy & Associates
- Place Designers
- Eckermann Engineering
- TRC Solutions

While all of the firms were qualified to provide the requested services, Staff recommends the selection of Eckermann Engineering to provide engineering services related to the 2019 CDBG program.

Cox also reminded Council that the use of Eckermann Engineering would be contingent upon award of the grant and subject to grant funding.

Council member Toups moved to approve the selection of Eckermann Engineering to provide engineering services for the 2019 Community Development Block Grant Program and authorize the City Manager to execute a professional services agreement and other related documents. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding a possible development agreement for a residential development on Hetherly Street by RKJ Construction.
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Gary Cox, Assistant City Manager, explained that as discussed in workshop session, RKJ Construction, Inc. has approached Staff and requested consideration regarding the extension of water/wastewater services to three (3) lots located on Hetherly Street. Based upon per unit costs recently used for a similar project East Avenue G, Staff estimates the cost to install 225 feet of sanitary sewer and appurtenances at approximately \$34,000.00. The project would require engineering prior to implementation and Eckermann Engineering has provided a cost of \$6,500.00 for their services.

Council member White moved to authorize \$6,500.00 for engineering services related to the possible residential development on Hetherly Street by RKJ Construction. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:40 p.m. The motion was seconded by Council member McCauley 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 THE REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
MONDAY MARCH 11, 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  
Robert McCauley  
Delana Toups  
Chuck Williamson  
Michael White arrived at 6:55 p.m.

**Council Members absent:**

Cathy Kuehne

**City Staff Present:**

Finley deGraffenried, City Manager  
Gary Cox, Assistant City Manager  
Becky Sims, Assistant City Secretary  
Yvonne Moreno, Finance Director  
Rickie Roy, Public Works Director  
Van Sims, Water/Wastewater Operations Manager  
Stephen Sewell, Plant Operations Supervisor  
Sammy Bailey, Police Chief  
Chuck Montgomery, Police Lieutenant  
Andrew McCatherine, Field Training Officer  
John Bowman, Police Officer  
Robert Gradel, Municipal Judge

**SPECIAL SESSION**

**5:30p.m.**

1. Call to Order Special Session

Mayor Talbert called the special session to order at 5:33 p.m.

2. Adjourn into Executive Session

Council member Williamson moved to adjourn into executive session at 5:33 p.m. The motion was seconded by Mayor Pro-Tem Monroe and with a unanimous vote, the motion carried. (Kuehne and White Absent)

**EXECUTIVE SESSION**

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

Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental

body; Cause No 13-17-00047 CV Kempner Water Supply Corporation v. City of Lampasas and/or other matters posted on the regular agenda.

Executive session was adjourned at 5:43 p.m.

### **SPECIAL SESSION**

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

Mayor Pro-Tem Monroe motioned to approve the terms of the settlement agreement, and related exhibits, with Kempner Water Supply Corporation related to Cause No. 19005 in the 27<sup>th</sup> District Court, Lampasas County; Cause No. 13-17-00047-CV in the Texas Thirteenth Court of Appeals; PUC Docket No. 45711; and SOAH Docket No. 473-16-3113. WS; and further that the Mayor be authorized to make minor changes, in consultation with legal counsel, and execute related agreements, documents and exhibits as discussed in Executive Session. Council member Williamson seconded the motion and with a unanimous vote the motion carried. (Kuehne and White Absent)

Mayor Talbert stated she was pleased to announce that, pending Kempner Water Supply Corporation Board approval, both the City and Kempner have agreed to terms of a settlement. With the execution of an agreement, Kempner and the City can consider the issues raised in the litigation resolved. Although both parties felt strongly about their position in this contract dispute, Kempner and the City have always worked professionally and cooperatively regarding the delivery of water to our customers. The City looks forward to a long and positive relationship with Kempner

#### 4. Adjourn Special Session

Council member Williamson moved to adjourn the special session at 5:50 p.m. The motion was seconded by Mayor Pro-Tem Monroe and with a unanimous vote, the motion carried. (White and Kuehne absent)

### **WORKSHOP SESSION**

#### 1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:51 p.m.

Mayor Talbert asked for a 5 minute recess, workshop reconvened at 5:55 p.m.

#### 2. Discussion regarding Draft Sex Offenders Residency Ordinance

Police Chief, Sammy Bailey provided Council with a draft Sex Offender Residency Ordinance, a list of sex offenders registered in the City of Lampasas and a buffer zone map to review.

Chief Bailey cited various cases that resulted in laws enacted due to sexual assault of minors by repeat offenders. The Chief reviewed each section of the proposed Ordinance which restricts where the offenders can reside from schools, parks etc. She explained the "Child Safety Zone" and the importance of the buffer zone map. She provided Council with Child Safety Zone locations, Child Sexual Abuse Statistics and Legal Questions and Answers provided by Texas Municipal League.

Mayor Pro-Tem Monroe questioned what would compel the offenders to register? Chief Bailey advised that the Criminal Justice System does the initial registry, and it is a felony not to register as required.

Mayor Talbert inquired if offenders could reside beyond 1500 feet as opposed to 1000 feet? Assistant City Manager Cox stated Council would have to justify the need for the additional buffer. Chief Bailey stated currently there are 8 offenders that reside within the 1000 foot buffer zone.

3. Update on Fire Chief search

City Manager deGraffenried advised that to date we have received 8 or 9 applications. The job posting/qualifications was brief to ensure that anyone with an interest and met the minimum qualifications would be encouraged to apply. Mr. deGraffenried stated the Fire Marshal and Captains are handling the day to day operations. The applicants will have the opportunity to interact with staff, Council, Acadian etc. during the interview process. Staff will have the opportunity to meet the candidates.

4. Discussion regarding Workshop format; scheduling and opportunities to improve.

City Manager deGraffenried advised that based on conversations with Council members it is important to revisit the purpose of workshop, to make sure value is added to the topics, and that there is a comfort level among Council to thoroughly discuss issues and agenda items.

Mayor Talbert and Mayor Pro Tem Monroe both like the idea of round table format to foster engagement

Council member McCauley wants it to be a more relaxed conversation where the presenters feel free to discuss topics, issues and challenges.

5. Discussion regarding 2019 City Council Work Plan

City Manager deGraffenried discussed the Council Work Plan memo with target dates and initial projects. He emphasized on-going communication, social media presence and reporting. He solicited feedback from Council regarding initial steps and target dates. Council was pleased with the outline and agrees with initial projects.

6. Discussion regarding any item on the regular agenda

There were no items that Council wanted to discuss during this time.

7. Adjourn Workshop Session

Council member McCauley motioned to adjourn Workshop at 6:45 p.m., Mayor Pro-Tem Monroe seconded the motion and with a unanimous vote the motion carried. (Kuehne and White absent)

<b>REGULAR SESSION</b> <b>7:00 P.M.</b>
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**ANNOUNCEMENTS**

A. Call to Order

Mayor Talbert called the regular session to order at 7:00 p.m.

B. Invocation and Pledge of Allegiance

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

C. Presentations and Proclamations

- Swearing in of Officer John Bowman-

Municipal Court Judge Robert Gradel swore in Officer Bowman. His father, a longtime law enforcement officer, proudly pinned the Lampasas Police Department Badge on him.

- Presentation of Life Saving Award

Field Training Officer Andrew McCatherine was the recipient of Life Saving Award for recognizing a roof on fire and assisted getting an elderly couple out of their home safely. His actions saved the couple and their residence.

	<b>PUBLIC HEARINGS/CITIZEN COMMENTS</b>
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.

Ms. Garner wanted to be heard with regards to the painting of the Nix Water Tower. She had no idea Council was considering changing the name Lampasas to the Rocking L logo.

Council could not deliberate however they did get her contact information to have her concerns addressed by Staff at a later time.

2.0	<b>MINUTES</b>
2.1	Discussion and possible action concerning approval of minutes of the regular meeting on February 25, 2019

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

2.1	Discussion and possible action concerning approval of minutes of the special meeting on March 7 25, 2019
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Mayor Pro-Tem Monroe motioned to approve the minutes as presented. Council member Williamson seconded the motion, the motion carried. (McCauley and Toups abstained, Kuehne absent)

3.0	<b>CONSENT AGENDA</b>
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from February 1, 2019- February 28, 2019.

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

4.0	<b>BOARDS/DEPARTMENT REPORTS</b>
4.1	

5.0	<b>ROUTINE MATTERS</b>
5.1	City Manager’s Operational Report <ul style="list-style-type: none"> <li>• COG Addressing</li> <li>• Budget</li> <li>• Old City Hall</li> <li>• Donnell Rathman</li> <li>• Pipes</li> <li>• LEDC</li> </ul>

City Manager deGraffenried reviewed his report:

- COG Addressing** As previously reported, Central Texas Council of Governments will be conducting a windshield survey of addressing in the City over the next few days. Due to recent growth, as well as some replatting, some of the 911 addressing may be out of sequence. As the official 911 addressing entity for the City, the COG is offering staff resources to review and update addresses where necessary. Their staff will coordinate with the City in the event an address needs to be changed.
- Budget** Staff had an initial and very brief discussion regarding the upcoming budget process. In addition to discussing the timing and format of future budget discussions, Directors reviewed the benefits of staff/council interaction regarding needs, challenges and opportunities for efficiency. Additionally, staff felt a process to identify Council priorities would be helpful in the preparation of staff budget targets. Based on Council input, staff offers to place a discussion item on the next workshop to gain direction on starting points for the 2019-2020 Budget.
- Old City Hall** Staff conducted a preliminary walk through with the contractor on March 6<sup>th</sup> to review punch list items. Due to cold weather, the HVAC contractor was not able to start up heating and cooling systems, however; systems should be activated by the end of the week. Once the space is climate controlled, remaining flooring and fixtures will be installed, and a final walk through will be conducted. The elevator is scheduled for delivery mid-March and installation should take several weeks. Additionally, flat work will be scheduled not to interfere with the elevator contractor. Lighting manufacturers will be on site to correct issues with two fixtures.
- Donnell Rathman** You may have heard Donnell Rathman, aka Duck, is recuperating well from surgery to install a pacemaker. By all reports, Donell is doing fine and will likely make the next LVFD meeting. He has only been attending Fire Department meetings for 70 years-since he was 16.
- Pipes** Staff takes the opportunity in this report to discuss recent water main breaks. While fluctuations in temperature and weather make main breaks more likely and more frequent, in all systems, the City has experienced more frequent breaks, on large lines, than should be expected. Our crews have responded quickly, restoring pressure and repairing lines generally within hours. Many of the ruptures we expose indicate poor installation without bedding, however; the cost of replacing miles of transmission lines is prohibitive. Staff recommends continuing to look at opportunities to valve for isolation and quick response to avoid complete loss of pressure. We understand the inconvenience and aggravation it causes our businesses and institutions, and will continue to look for ways to avoid breaks, isolate areas around breaks, and respond quickly and safely when breaks occur.
- LEDC** As reported in the last Council meeting, staff reminds members of a joint meeting with the LEDC on March 20<sup>th</sup> to review the final report from Foresite regarding the conceptual deployment of a fiber network in the City of Lampasas. Additionally, at the previous LEDC meeting the Board approved engagement of Eckermann Engineering for water, wastewater and road design and construction documents for the north one third of the Business Park. Although construction may not commence immediately after design, plans will be available when a prospect or funding pushes the project forward.

5.2	<b>MAYOR'S COMMENTS</b>
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Mayor Talbert addressed the Council and Citizens by stating since September 2013 there has been 11 different Council members who have been a part of the KWSC Lawsuit guided by City Manager Finley deGraffenried. With

the lawsuit being settled this evening she wanted to give Mr. deGraffenried thanks for his hard work, dedication and for being the most influential person during this time. It was very stressful and on behalf of herself and Council she wanted to thank him for a job well done.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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7.1	A Resolution expressing support for the Annual Spring Ho Festival, establishing a time schedule and authorizing City participation.
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Spring Ho Chairperson Randy Hoyer thanked the City for their support and work prior to and during Spring Ho. It is much appreciated.

Council member Williamson motioned to approve the resolution, Council member White seconded the motion and with a unanimous vote the motion carried. (Kuehne absent)

7.2	Discussion and possible action regarding amending Chapter 66 Streets, Sidewalks, and other Public Places, Article V- Abandonment of Streets, Alleys or Right-of-Ways
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Mayor Pro Tem Monroe motioned to approve the amendment to Chapter 66 allowing the abandonment of streets, alleys or ROW's to be reviewed by the Planning and Zoning Commission prior to review by City Council, Council member Toups seconded the motion and with a unanimous vote the motion carried. (Kuehne absent)

7.3	Discussion and selection of possible winner of website photo contest entry
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Council member White motioned to approve entry 3, Council member Williamson seconded the motion and with a unanimous vote, the motion carried. (Kuehne absent)

7.4	Discussion and ratification of repair cost to Engine One in an amount not to exceed \$5,000.00.
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Fire Marshal Withers advised Council that at the January 14, 2019 meeting Council had approved the estimated repair cost in the amount of \$17,000.00 to repair Engine One. The total cost to repair Engine One is \$21,800.94; which is an increase of \$4,800.94. Staff is asking for the additional funding to repair Engine One.

Mayor ProTem Monroe motioned to approve the ratification of the repair cost to Engine One in an amount not to exceed \$5,000.00, Council member White seconded the motion and with a unanimous vote the motion carried. (Kuehne absent)

7.5	Discussion and possible action regarding the purchase of a John Deere 504E Utility Tractor with Bucket Loader for Hancock Park Golf Course in the amount of \$28,318.95
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Golf Course Manager, Van Berry advised Council this is a budgeted item. Council member McCauley motioned to approve the request to purchase a John Deere 504E Utility Tractor with Bucket Loaded in the amount of \$28,318.95, Council member Toups seconded the motion and with a unanimous vote the motion carried. (Kuehne absent)

7.6	Discussion and possible action concerning the emergency purchase of a Variable Frequency Drive Unit for the Spring Street Pump Station in the amount of \$12,650.00.
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Plant Operations Supervisor, Stephen Sewell advised Council that the Variable Frequency Drive Unit went out at the Spring Street Pump Station. This part is critical for the pump to operate as designed; luckily there were 2 at the Treatment Plant. They moved one temporarily to the Spring Street Pump Station until it can be replaced. Council member McCauley motioned to approve the purchase of the Variable Frequency Drive Unit, Council member Toups seconded the motion and with a unanimous vote, the motion carried. (Kuehne absent)

Adjourn

Council member Toups motioned to adjourn at 7:40 p.m., Mayor Pro Tem Monroe seconded the motion and with a unanimous vote the motion carried. (Kuehne absent)

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

ATTEST:

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

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City Manager

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

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

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

Date Submitted: March 21, 2019 For the Agenda of: March 25, 2019

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

**Summary Statement:**

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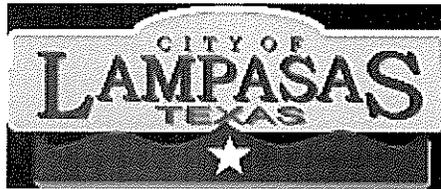
The weighted average maturity of City investments is 21 days.

The City's yield to maturity is 1.902

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$3,973,793.60	23.00%
TexStar	\$1,770,668.41	10.25%
Bancorp South	\$5,644,779.15	32.67%
Money Market	\$3,884,614.79	22.48%
Frost Bank- Checking	\$ 105,485.10	0.61%
Federal Agency Securities	\$1,898,953.31	10.99%

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



**Monthly Investment Report  
February 28, 2019**

PATTERSON & ASSOCIATES



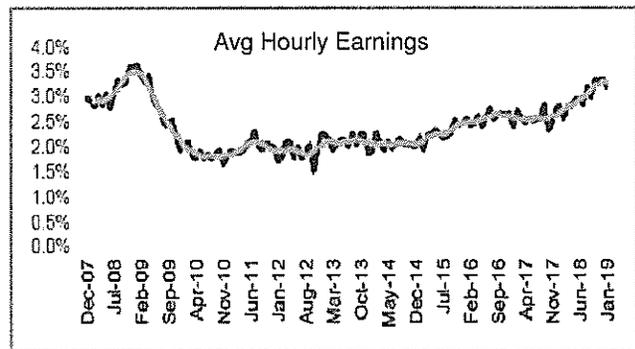
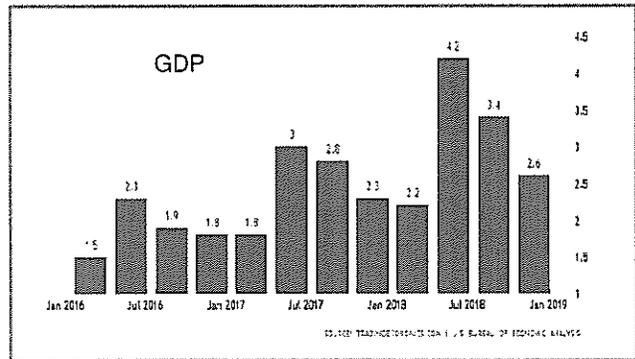
INVESTMENT PROFESSIONALS

# Patience is a Virtue

The Federal Reserve seems to have done a 180 from December but the new message is clear: they are waiting to see the data. Chairman Powell is intent on reiterating patience on the still strong economy. In testimony this month he stated *"When I say that we are going to be patient what that really means is that we are in no rush to make a judgment about changes in policy. We are going to be patient. We are going to allow the situation to evolve ... and allow the data to come in. And I think we are in a very good place to do that."* For most Fed officials, international concerns and the future risk of contagion from a growth and disinflation standpoint remain a deterrent. As a result the market does not anticipate a hike in March and a Bloomberg survey reported a 90% chance of no hikes in 2019. But the strength has moderated the talk of easing in 2019 also.

The U.S. economy ended 2018 on a stronger note than anticipated. GDP was a welcome surprise to the upside with the initial 4Q read at 2.6%, well above the 2.2% forecast. However, the details have some analysts scratching their heads. After all, December retail sales fell a whopping 1.2%, yet the consumer appears to be on relatively solid footing. A declining trend was apparent at year end but the outsized drop in December was no doubt exacerbated by the anticipation of and the actual government shutdown.

The seeming conflict in data this quarter continues. Employment is strong but construction is down. Business investment (a willingness to invest) is stronger but residential investments are weaker. CPI remains unchanged at the Fed's target with energy savings offsetting other food /core costs. Some of the data mismatches will be reconciled in the coming months but for now the Fed can justify the stronger-than-expected growth rate at the end of last year as reinforcement to the Committee's notion of continued steady growth and the expectation of solid growth although at a slower pace.



# Trade and Brexit

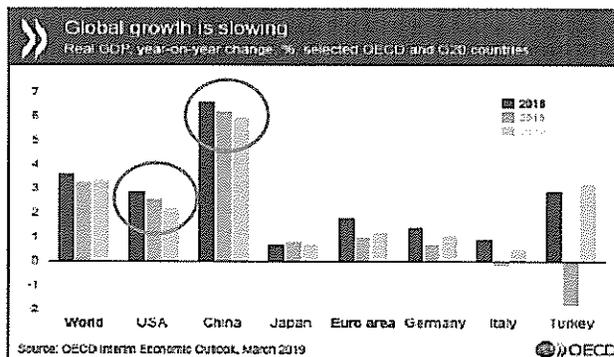
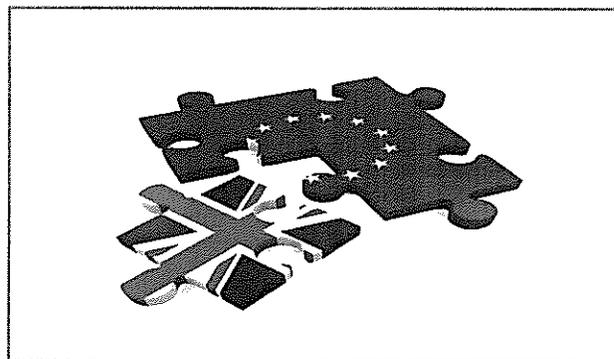
According to the WSJ and *undisclosed sources* the US and China are close to a trade deal. China would be increasing its purchases of agricultural products, autos and chemicals and the US would be lessening or removing the sanctions imposed over the last year. Even a partial resolution would settle markets which are taking a wait and see stance. A March 27<sup>th</sup> deadline is anticipated.

The trade issue is critical to both countries. China has been spending billions in stimulus measures to shore up its economy and reduce the risk of a continuing slowdown which began last year. There is an increasing use of tax policy to maintain growth. The Premier understated official statement summed it up as a "tough struggle in a complicated environment."

Italy is ready to become the first G7 country to join China's Belt and Road Initiative which is another arm of China's growth agenda. This Italian move has a second benefit to China, it undermines the US pressure on China in the trade negotiations.

An equally important event is the Brexit deal which has a hard deadline of March 29<sup>th</sup>. Hung up on an *Irish Backstop* provision, the Brexit deal has an even greater potential impact on the European region. A "soft" exit appears farther and farther away. PM May has even offered £1.6B to aide poorer areas in anticipation of the non-deal but critics describe it as *buying votes*. While trade sanctions and levels will settle into international dealings relatively quickly a Brexit – especially one not fully clarified – will have long-term trade and financial ramifications.

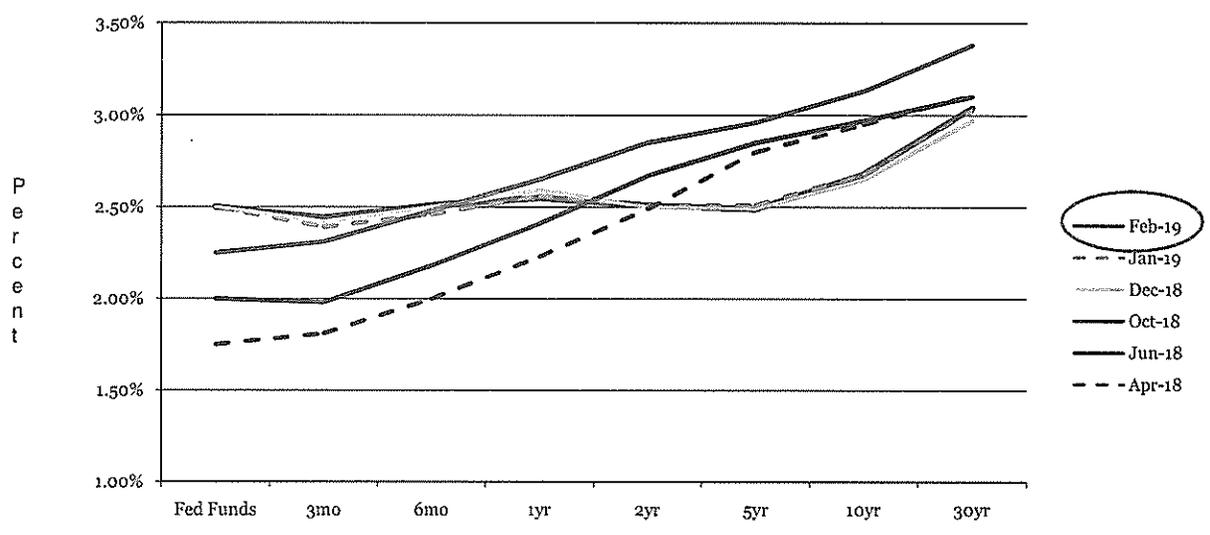
The deadline dates for both these events is eerily close to the ides of March which to the ancient Romans was a deadline for settling debts.





# The Flattening Curve

- Two inversions continue on the curve. An inversion around the 3 month area can be explained by investors keeping their powder dry in these turbulent markets. The flat to inverted 1 year to 5 year area is more troubling. But with the US curve continuing to outperform all other major markets the situation is clearly not a result of weakness in the economy. It has not been and continues to be not a panic situation.
- The key to interpreting the yield curve continues to come from the general slowing of the global economy and the anticipation that without inflation or stronger growth the Fed will not be able to continue raising rates. If the Fed does not raise rates money will be cheap and stock markets will continue to run.

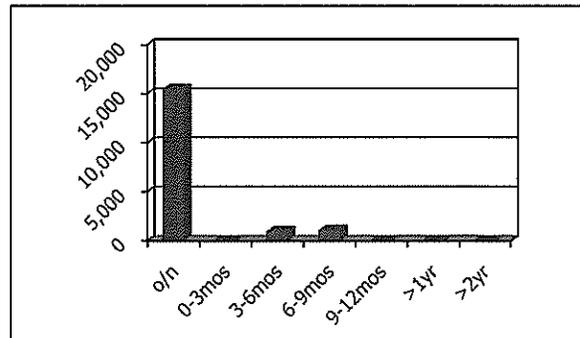
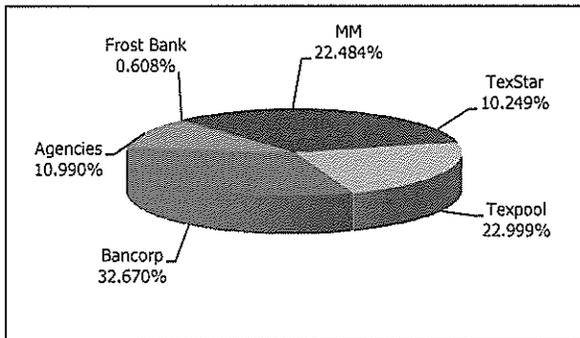


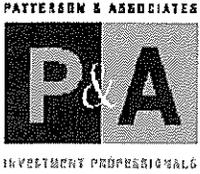
End of Month Rates - Full Yield Curve - Fed Funds to 30yr

# Your Portfolio

As of February 28, 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  
February 28, 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	1,896,700.30	1,898,953.31	10.99	302	187	2.696
Bancorp South	5,644,779.15	5,644,779.15	5,644,779.15	32.67	1	1	1.211
Texpool/Texpool Prime	3,973,793.60	3,973,793.60	3,973,793.60	23.00	1	1	2.507
TexStar	1,770,668.41	1,770,668.41	1,770,668.41	10.25	1	1	2.400
Frost Bank	105,485.10	105,485.10	105,485.10	0.61	1	1	0.000
Money Market	3,884,614.79	3,884,614.79	3,884,614.79	22.48	1	1	1.721
<b>Investments</b>	<b>17,279,341.05</b>	<b>17,276,041.35</b>	<b>17,278,294.36</b>	<b>100.00%</b>	<b>34</b>	<b>21</b>	<b>1.901</b>
<b>Cash and Accrued Interest</b>							
Accrued Interest at Purchase		72.92	72.92				
Subtotal		72.92	72.92				
<b>Total Cash and Investments</b>	<b>17,279,341.05</b>	<b>17,276,114.27</b>	<b>17,278,367.28</b>		<b>34</b>	<b>21</b>	<b>1.901</b>
<b>Total Earnings</b>							
	<b>February 28</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year		24,406.83	129,411.14				

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

Yvonne Moreno, Interim Finance Director

Reporting period 02/01/2019-02/28/2019  
Data Updated: SET\_LAMP: 03/20/2019 16:34  
Run Date 03/20/2019 - 16:35

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



City of Lampasas, Texas  
 Summary by Type  
 February 28, 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
<b>Fund: Cash</b>						
Bancorp South	3	4,641,500.43	4,641,500.43	26.86	1.207	1
Money Market	5	3,884,614.79	3,884,614.79	22.48	1.721	1
Federal Agency Coupon Securities	2	1,900,000.00	1,898,953.31	10.99	2.696	187
Texpool/Texpool Prime	1	1,738,073.31	1,738,073.31	10.06	2.397	1
<b>Subtotal</b>	<b>11</b>	<b>12,164,188.53</b>	<b>12,163,141.84</b>	<b>70.39</b>	<b>1.774</b>	<b>30</b>
<b>Fund: Cert. of Obligation 2016</b>						
Texpool/Texpool Prime	1	2,235,720.29	2,235,720.29	12.94	2.592	1
<b>Subtotal</b>	<b>1</b>	<b>2,235,720.29</b>	<b>2,235,720.29</b>	<b>12.94</b>	<b>2.592</b>	<b>1</b>
<b>Fund: Electric</b>						
Bancorp South	1	359,521.69	359,521.69	2.08	1.207	1
Frost Bank	1	105,485.10	105,485.10	0.61	0.000	1
TexStar	1	1,770,668.41	1,770,668.41	10.25	2.400	1
<b>Subtotal</b>	<b>3</b>	<b>2,235,675.20</b>	<b>2,235,675.20</b>	<b>12.94</b>	<b>2.095</b>	<b>1</b>
<b>Fund: LEDC</b>						
Bancorp South	2	373,187.17	373,187.17	2.16	1.207	1
<b>Subtotal</b>	<b>2</b>	<b>373,187.17</b>	<b>373,187.17</b>	<b>2.16</b>	<b>1.207</b>	<b>1</b>
<b>Fund: Solzures</b>						
Bancorp South	2	15,072.75	15,072.75	0.09	1.205	1
<b>Subtotal</b>	<b>2</b>	<b>15,072.75</b>	<b>15,072.75</b>	<b>0.09</b>	<b>1.205</b>	<b>1</b>
<b>Fund: Trust</b>						
Bancorp South	2	73,003.72	73,003.72	0.42	1.457	1
<b>Subtotal</b>	<b>2</b>	<b>73,003.72</b>	<b>73,003.72</b>	<b>0.42</b>	<b>1.457</b>	<b>1</b>
<b>Fund: Water</b>						

City of Lampasas, Texas  
 Summary by Type  
 February 28, 2019  
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Water</b>						
Bancorp South	1	182,493.39	182,493.39	1.06	1.207	1
Subtotal	1	182,493.39	182,493.39	1.06	1.207	1
Total and Average	22	17,279,341.05	17,278,294.36	100.00	1.901	21



City of Lampasas, Texas  
 Fund CASH - Cash  
 Investments by Fund  
 February 28, 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
<b>Federal Agency Coupon Securities</b>											
3130AFDA2	10053	FHLB Note	11/06/2018	998,953.31	1,000,000.00	1,000,528.00	2.625	2.744	2.782	11/05/2019	249
3136G3TD7	10052	FNMA Call Note	11/06/2018	900,000.00	900,000.00	895,172.30	1.200	2.564	2.600	06/23/2019	119
<b>Subtotal and Average</b>				<b>1,898,953.31</b>	<b>1,900,000.00</b>	<b>1,898,700.30</b>		<b>2.659</b>	<b>2.696</b>		<b>187</b>
<b>Bancorp South</b>											
0474	10004	Bancorp South	09/01/2014	4,627,867.16	4,627,867.16	4,627,867.16	1.207	1.190	1.207		1
3213	10006	Bancorp South	09/01/2014	553.87	553.87	553.87	1.207	1.190	1.207		1
4187	10007	Bancorp South	09/01/2014	13,079.40	13,079.40	13,079.40	1.207	1.190	1.207		1
<b>Subtotal and Average</b>				<b>4,641,500.43</b>	<b>4,641,500.43</b>	<b>4,641,500.43</b>		<b>1.191</b>	<b>1.207</b>		<b>1</b>
<b>Texpool/Texpool Prime</b>											
14103	10000	Texpool	09/01/2014	1,738,073.31	1,738,073.31	1,738,073.31	2.397	2.364	2.397		1
<b>Subtotal and Average</b>				<b>1,738,073.31</b>	<b>1,738,073.31</b>	<b>1,738,073.31</b>		<b>2.364</b>	<b>2.397</b>		<b>1</b>
<b>Money Market</b>											
5001632	10023	Austin Capital Bank MM	01/29/2015	249,444.36	249,444.36	249,444.36	1.000	0.986	1.000		1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	3,098,942.73	3,098,942.73	3,098,942.73	1.770	1.745	1.770		1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	536,225.70	536,225.70	536,225.70	1.770	1.745	1.770		1
4001579	10027	Business Bk Ultimate Bus M/M	05/01/2015	1.00	1.00	1.00					1
4001561	10030	Business Bk Ultimate Bus M/M	06/30/2015	1.00	1.00	1.00					1
<b>Subtotal and Average</b>				<b>3,884,614.79</b>	<b>3,884,614.79</b>	<b>3,884,614.79</b>		<b>1.697</b>	<b>1.721</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>12,163,141.84</b>	<b>12,164,188.53</b>	<b>12,160,886.83</b>		<b>1.749</b>	<b>1.774</b>		<b>30</b>

Fund CERTS16 - Cert. of Obligation 2016  
Investments by Fund  
February 28, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool/Texpool Prime										
14103A	10041	Texpool Prime	11/08/2016	2,235,720.29	2,235,720.29	2,235,720.29	2.592	2.556	2.592	1
<b>Subtotal and Average</b>				<b>2,235,720.29</b>	<b>2,235,720.29</b>	<b>2,235,720.29</b>	<b>2.557</b>	<b>2.592</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>2,235,720.29</b>	<b>2,235,720.29</b>	<b>2,235,720.29</b>	<b>2.557</b>	<b>2.592</b>		<b>1</b>

Fund ELEC - Electric  
Investments by Fund  
February 28, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0672	10005	Bancorp South	09/01/2014	359,521.69	359,521.69	359,521.69	1.207	1.190	1.207	1
<b>Subtotal and Average</b>				<b>359,521.69</b>	<b>359,521.69</b>	<b>359,521.69</b>		<b>1.191</b>	<b>1.207</b>	<b>1</b>
<b>TexStar</b>										
17390	10001	TexStar	09/01/2014	1,770,668.41	1,770,668.41	1,770,668.41	2.400	2.367	2.400	1
<b>Subtotal and Average</b>				<b>1,770,668.41</b>	<b>1,770,668.41</b>	<b>1,770,668.41</b>		<b>2.367</b>	<b>2.400</b>	<b>1</b>
<b>Frost Bank</b>										
1732110	10022	Frost Bank Public Checking	01/20/2015	105,485.10	105,485.10	105,485.10				1
<b>Subtotal and Average</b>				<b>105,485.10</b>	<b>105,485.10</b>	<b>105,485.10</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>2,235,675.20</b>	<b>2,235,675.20</b>	<b>2,235,675.20</b>		<b>2.068</b>	<b>2.095</b>	<b>1</b>

Fund LEDC - LEDC  
Investments by Fund  
February 28, 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	364,909.69	364,909.69	364,909.69	1.207	1.190	1.207	1
2363	10003	Bancorp South	09/01/2014	8,277.48	8,277.48	8,277.48	1.207	1.190	1.207	1
<b>Subtotal and Average</b>				<b>373,187.17</b>	<b>373,187.17</b>	<b>373,187.17</b>		<b>1.191</b>	<b>1.207</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>373,187.17</b>	<b>373,187.17</b>	<b>373,187.17</b>		<b>1.191</b>	<b>1.207</b>	<b>1</b>

Fund SEIZ - Seizures  
Investments by Fund  
February 28, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0763	10008	Bancorp South	09/01/2014	15,047.72	15,047.72	15,047.72	1.207	1.190	1.207	1
1999	10009	Bancorp South	09/01/2014	25.03	25.03	25.03				1
<b>Subtotal and Average</b>				<b>15,072.75</b>	<b>15,072.75</b>	<b>15,072.75</b>		<b>1.189</b>	<b>1.205</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>15,072.75</b>	<b>15,072.75</b>	<b>15,072.75</b>		<b>1.189</b>	<b>1.205</b>	<b>1</b>

Fund TRUST - Trust  
Investments by Fund  
February 28, 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	43,263.27	43,263.27	43,263.27	1.457	1.437	1.457	1
6348	10011	Bancorp South	09/01/2014	29,740.45	29,740.45	29,740.45	1.457	1.437	1.457	1
Subtotal and Average				73,003.72	73,003.72	73,003.72		1.437	1.457	1
Total Investments and Average				73,003.72	73,003.72	73,003.72		1.437	1.457	1



**City of Lampasas, Texas  
Interest Earnings  
Sorted by Fund - Fund  
February 1, 2019 - February 28, 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
<b>Fund: Cash</b>												
3130AFDA2	10053	CASH	FAC	1,000,000.00	998,824.62	998,887.13	11/05/2019	2.625	3.023	2,187.50	128.69	2,316.19
14103	10000	CASH	RR2	1,738,073.31	1,734,882.94	1,734,896.88		2.397	2.397	3,190.37	0.00	3,190.37
5001632	10023	CASH	RR5	249,444.36	249,253.15	249,259.98		1.000	1.000	191.21	0.00	191.21
XXXX579	10026	CASH	RR5	3,098,942.73	3,094,785.48	3,094,933.95		1.770	1.751	4,157.25	0.00	4,157.25
XXXX561	10029	CASH	RR5	536,225.70	535,506.35	535,532.04		1.770	1.751	719.35	0.00	719.35
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	4,627,867.16	4,467,498.55	4,473,226.00		1.207	1.242	4,261.89	0.00	4,261.89
3213	10006	CASH	RRP	553.87	553.36	553.38		1.207	1.201	0.51	0.00	0.51
4187	10007	CASH	RRP	13,079.40	15,023.09	14,773.86		1.207	1.207	13.68	0.00	13.68
3136G3TD7	10052	CASH	FAC	900,000.00	900,000.00	900,000.00	05/28/2019	1.200	1.304	900.00	0.00	900.00
			<b>Subtotal</b>	<b>12,164,188.53</b>	<b>11,996,329.54</b>	<b>12,002,165.22</b>			<b>1.711</b>	<b>15,821.76</b>	<b>128.69</b>	<b>15,750.45</b>
<b>Fund: Cert. of Obligation 2016</b>												
14103A	10041	CERTS16	RR2	2,235,720.29	2,289,218.99	2,244,802.37		2.592	2.592	4,463.71	0.00	4,463.71
			<b>Subtotal</b>	<b>2,235,720.29</b>	<b>2,289,218.99</b>	<b>2,244,802.37</b>			<b>2.592</b>	<b>4,463.71</b>	<b>0.00</b>	<b>4,463.71</b>
<b>Fund: Electric</b>												
17390	10001	ELEC	RR3	1,770,668.41	1,767,414.34	1,767,530.56		2.400	2.400	3,254.07	0.00	3,254.07
1732110	10022	ELEC	RR4	105,485.10	105,485.10	105,485.10				0.00	0.00	0.00
0672	10005	ELEC	RRP	359,521.69	352,473.59	354,429.59		1.207	1.207	328.27	0.00	328.27
			<b>Subtotal</b>	<b>2,235,675.20</b>	<b>2,225,373.03</b>	<b>2,227,445.24</b>			<b>2.096</b>	<b>3,582.34</b>	<b>0.00</b>	<b>3,582.34</b>
<b>Fund: LEDC</b>												
1092	10002	LEDC	RRP	364,909.69	366,062.30	365,576.32		1.207	1.207	338.59	0.00	338.59
2363	10003	LEDC	RRP	8,277.48	8,269.82	8,270.09		1.207	1.207	7.66	0.00	7.66
			<b>Subtotal</b>	<b>373,187.17</b>	<b>374,332.12</b>	<b>373,846.41</b>			<b>1.207</b>	<b>346.25</b>	<b>0.00</b>	<b>346.25</b>

City of Lampasas, Texas  
Interest Earnings  
February 1, 2019 - February 28, 2019

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings			
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings	
<b>Fund: Seizures</b>													
1999	10009	SEIZ	RRP	25.03	25.03	25.03					0.00	0.00	0.00
0763	10008	SEIZ	RRP	15,047.72	12,538.13	15,864.87		1.207	1.207		14.69	0.00	14.69
			<b>Subtotal</b>	<b>15,072.75</b>	<b>12,563.16</b>	<b>15,889.90</b>			<b>1.205</b>		<b>14.69</b>	<b>0.00</b>	<b>14.69</b>
<b>Fund: Trust</b>													
6349	10010	TRUST	RRP	43,263.27	43,214.96	43,216.69		1.457	1.457		48.31	0.00	48.31
6348	10011	TRUST	RRP	29,740.45	29,707.24	29,708.43		1.457	1.457		33.21	0.00	33.21
			<b>Subtotal</b>	<b>73,003.72</b>	<b>72,922.20</b>	<b>72,925.11</b>			<b>1.457</b>		<b>81.52</b>	<b>0.00</b>	<b>81.52</b>
<b>Fund: Water</b>													
1639	10012	WATER	RRP	182,493.39	180,350.52	181,246.69		1.207	1.207		167.87	0.00	167.87
			<b>Subtotal</b>	<b>182,493.39</b>	<b>180,350.52</b>	<b>181,246.69</b>			<b>1.207</b>		<b>167.87</b>	<b>0.00</b>	<b>167.87</b>
			<b>Total</b>	<b>17,279,341.05</b>	<b>17,151,089.56</b>	<b>17,118,320.96</b>			<b>1.859</b>		<b>24,278.14</b>	<b>128.89</b>	<b>24,406.83</b>



**City of Lampasas, Texas**  
**Amortization Schedule**  
 February 1, 2019 - February 28, 2019  
 Sorted By Fund - Fund

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

Investment #	Fund	Maturity Date	Beginning Par Value	Purchase	Original Premium	Ending	Amounts Amortized	Amount Amortized	Amt Amortized	Amount Unamortized
Issuer		Amort. Date	Current Rate	Principal	or Discount	Book Value	As of 02/01/2019	This Period	Through 02/28/2019	Through 02/28/2019
<b>Cash</b>										
10053	CASH	11/05/2019	1,000,000.00	998,460.00	-1,540.00	998,953.31	364.62	128.69	493.31	-1,046.69
FHLB Note			2.625				-1,175.38			
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			
			<b>Subtotal</b>	<b>1,890,450.00</b>	<b>-9,550.00</b>	<b>1,898,953.31</b>	<b>8,374.62</b>	<b>128.69</b>	<b>8,503.31</b>	<b>-1,046.69</b>
			<b>Total</b>	<b>1,890,450.00</b>	<b>-9,550.00</b>	<b>1,898,953.31</b>	<b>8,374.62</b>	<b>128.69</b>	<b>8,503.31</b>	<b>-1,046.69</b>
							<b>-1,175.38</b>			

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

**City of Lampasas, Texas**  
**Projected Cashflow Report**  
 Sorted by Monthly  
 For the Period March 1, 2019 - September 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
<b>March 2019</b>										
03/28/2019	10052	CASH	3136G3TD7	Call	FNMA Call Note	900,000.00	891,990.00	900,000.00	0.00	900,000.00
<b>Total for March 2019</b>						<b>900,000.00</b>	<b>891,990.00</b>	<b>900,000.00</b>	<b>0.00</b>	<b>900,000.00</b>
<b>May 2019</b>										
05/05/2019	10053	CASH	3130AFDA2	Interest	FHLB Note	0.00	0.00	0.00	13,125.00	13,125.00
<b>Total for May 2019</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,125.00</b>	<b>13,125.00</b>
<b>June 2019</b>										
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
<b>Total for June 2019</b>						<b>900,000.00</b>	<b>891,990.00</b>	<b>900,000.00</b>	<b>5,400.00</b>	<b>905,400.00</b>
<b>GRAND TOTALS:</b>						<b>1,800,000.00</b>	<b>1,783,980.00</b>	<b>1,800,000.00</b>	<b>18,525.00</b>	<b>1,818,525.00</b>

Run Date: 03/20/2019 - 16:42

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

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City Manager

ITEM NO. 3.2

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

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**Subject:**

Discussion and possible action regarding the second reading of an Ordinance amending Chapter 66 Streets, Sidewalks, and other Public Places, Article V- Abandonment of Streets, Alleys or Right-of-Ways

Requested By: Finley deGraffenried, City Manager

Submitted By: Becky Sims, Assistant City Secretary

Date Submitted: March 6, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Chapter 66 Ordinance Modification

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**Summary Statement:**

This is the second reading of an Ordinance

**Recommendation:**

To consider a motion to approve the second reading of an Ordinance amending Chapter 66, City of Lampasas Municipal Code.

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

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF LAMPASAS, TEXAS BY REVISING CHAPTER 66 “STREETS, SIDEWALKS AND OTHER PUBLIC PLACES”, ARTICLE V, ABANDONMENT OF STREET, ALLEY AND OR PUBLIC RIGHT-OF-WAY; PROVIDING FOR SEVERABILITY AND REPEALER CLAUSES, ESTABLISHING AN EFFECTIVE DATE**

---

WHEREAS, the City of Lampasas has received a recommendation from its City Council that the Code of Ordinances Chapter 66, Article V “Abandonment of Streets, Alleys or Rights-of-Way” be amended; and

WHEREAS, upon considering the recommendations, the City Council now finds that changes to the application procedures when the City of Lampasas receives an application requesting a street, alley or right of way be abandoned is warranted.

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

**Part 1.** That Chapter 66, Code of Ordinance, City of Lampasas, Texas is amending Division 2 to read as follows:

**DIVISION 2 PUBLIC HEARING ON APPLICATION**

**Sec. 66.190 Notice of Hearing**

Upon receipt of a complete Application and payment of the Application Fee, the City shall designate a time and place for a public hearing by the **Planning and Zoning Commission** on whether the street, alley and/or public right-of-way, or a portion thereof, is not needed for public purposes and whether it is in the interest of the City to abandon (close) all or a portion of the street, alley and/or public right-if-way.

A copy of the notice hearing shall be mailed via Certified Mail to all owners of property (according to the *Lampasas County Appraisal District's tax rolls*) that are located within a 200 foot radius of the street, alley, and/or public right-of-way, or portion thereof, to be abandoned. Such notice must be mailed not less than ten (10) days before the date of the hearing.

Notice of the hearing must also be published one time in a newspaper of general circulation in the City no more than (30) days before the public hearing.

## **Sec. 66.191 Conduct of Hearing**

At the public hearing, the **Planning and Zoning Commission** shall hear evidence as to the reasons why such street, alley, public right-of-way, or portion thereof, should or should not be closed. It shall have the power to adjourn or continue the hearing as it alone deems necessary. **Upon review by the Planning & Zoning the Commission will forward their findings to City Council. At that time a Public hearing will be conducted.**

If it is determined that the street, alley, and/or public right-of-way, or portion thereof, is not needed for public purposes and that it is in the best interest of the city to abandon all or a portion thereof, the street, alley, public right-of-way and close it to the public, the City Council may approve the application and pass an ordinance abandoning the street, alley and/or public right-of-way, or portion thereof.

Upon final passage of the ordinance, the city shall *prepare and* file a quitclaim deed *or deed without warranty* in the county deed records that releases the city's interest in the street, alley and/or public right-of-way, or portion thereof. The city's interest in the street, alley, and/or public right-of-way, or portion thereof, shall be sold to the abutting property owner(s) in proportion to their abutting ownership in an equitable manner.

If utilities are present on the property, the city must retain at least a 20-foot utility easement.

### **Part 2: REPEALER CLAUSE**

All ordinances and resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

### **Part 3: SEVERABILITY CLAUSE**

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

### **Part 4: EFFECTIVE DATE**

This Ordinance shall become effective and be in full force and effect upon final passage and publication as provided in City's Charter, City of Lampasas Code of Ordinances.

PASSED AND APPROVED ON FIRST READING ON THIS 11th DAY OF March, 2019

PASSED AND ADOPTED ON SECOND READING ON THE 25<sup>th</sup> DAY OF  
March, 2019.

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney  
(Signature of Attorney Provided on Separate Page, To Be Attached)

# Memo

To: Finley deGraffenried, City Manager, Honorable Mayor and City Council  
 From: Lewann Turner, Court Clerk  
 Date: Thursday, March 21, 2019  
 Re: Monthly Report February 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	155
Convictions	92
Compliance Dismissals	39
Hrs. Community Service Completed	113
Total Dollar Amount CS	\$1,414.25
Waived for Indigency	\$6,684.00
Total Collected	\$38,025.56
Total kept by City	\$27,410.35



## CITY SECRETARY DEPARTMENT/ FEBRUARY 2019 MONTHLY REPORT

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### 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 Feb. 11 & 25 Council meetings
- Processed (5) Open Records Requests
- Records Management/Retention/ Contracted with RCI for records retention
- Worked with the County Elections Administrator on the ballot for Proposition 1 (Local Option Election) and the General Election
- HR Department responsibilities; including luncheon and reception for Reece Oestreich on Feb. 28

#### 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
- Prepared City Council Packets and Planning & Zoning Packets; attended Feb. 11 & 25 Council meetings
- Facilitated Construction Board Meeting Feb. 7; attended Feb. 7 P&Z meeting; and Feb. 19 ZBA meeting

#### 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
- Monthly Newsletter
- 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
- Attended Feb. 6 CIP meeting; Feb. 20 LEDC meeting; Feb. 21 Parks Board meeting and Feb. 25 Council meeting

#### 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 6 vacancies: Golf Course Greenskeeper; Police Communications Officer; Part-time Custodian, Fire Chief; Park Maintenance Technician, and Light Equipment Operator.

To: Finley deGraffenried, City Manager  
From: Sammy Bailey, Chief of Police  
Date: March 11, 2019  
Ref: City Council February 2019 Monthly Report

February 5, 2019 Animal Shelter Supervisor Kasey Schwartzer conducted a tour of the Lampasas Animal Shelter to Marble Falls and Burnet City Managers, Chiefs of Police, and the Hill Country Humane Society. The visit was very positive with the Hill Country Humane Society requesting Kasey Schwartzer be allowed to come to their location to help them establish better procedures.

We had five Citizen Police Academy classes in February.

A couple of interesting cases in February: A male from another city came to our Walmart and stole a car stereo unit and jacket, upon his arrest Officers found he was in possession of five credit cards that did not belong to him. In another case, three burglaries were reported in the shopping complex by Wal-Mart. Officers found left behind a stolen vehicle from Lakeway. Officers checked nearby neighborhoods, to include the Quality Inn to see if any other burglaries had occurred. They found vehicles at the Quality Inn had been rummaged through. They checked the surveillance videos and found a possible suspect and a vehicle description. An Officer radioed this to all other officers in our area and as soon as it went out over the radio, a Lampasas Deputy stopped the suspect vehicle on Key Avenue. The suspect had several keys on his person and upon checking one of the keys started the stolen vehicle.

On February 19, 2019, John Bowman became our newest member of Patrol.

Warrant Round Up was conducted in February and March. Municipal Judge Gradel reports that despite the number of people that we actually served (9) that the contacts we made caused many to come in and take care of their warrants.

We continue to see a steady increase in felony reports, misdemeanor reports and calls for service. The clearance/closure rates for reports continues to be exceptional. Our total department contacts (adult arrest, juvenile arrest, warrants, traffic and warnings) had a 193 person increase, the ebbs and flows are once again on the up. Accidents continue to have a slight decrease. We had no major accidents this month, a substantial decrease of 7.

Sgt. Barrio, myself, and Asst. City Manager Gary Cox are looking at various ways for code enforcement to be more effective; however, with that Sgt. Barrio continues to have increases in his code enforcement efforts. 83 code violations this month as compared to 44 last month.

Animal control complaints increased this month with a decrease in impounds. The Animal Shelter had 77 dogs, 51 cats, and 3 other animals.

CPAAA volunteers volunteered 86.50 hours this month.

LAMPASAS POLICE DEPARTMENT  
 CHIEF SAMMY BAILEY ASST CHIEF JODY CUMMINGS

Monthly Report  
 Feb-19

VEHICLE MILEAGE:	February-19	YTD	02/2018 YTD
UNIT # 1 2016 FORD SUV	802	1428	482
UNIT # 2 2014 CHEVROLET	488	937	1107
UNIT # 3 2017 FORD	384	561	546
UNIT # 4 2012 CHEVROLET	571	1242	1786
UNIT # 5 2017 FORD SUV	405	941	
UNIT # 5 2009 FORD <small>(Retired March 2018)</small>			742
UNIT # 6 2014 FORD F150	895	1761	1908
UNIT # 7 2014 CHEVROLET	942	1977	1443
UNIT # 8 2016 FORD SUV	570	1082	1707
UNIT # 9 2009 FORD	453	1048	2425
UNIT #10 2017 FORD F150	423	571	1103
UNIT #11 2010 FORD	48	874	883
UNIT #12 2010 FORD	776	1403	1064
UNIT #13 2014 CHEVROLET	388	992	1522
UNIT #14 2016 FORD	828	1706	1759
UNIT #15 2017 FORD	861	1892	
UNIT #16 2016 FORD	835	1613	1636
UNIT #17 2011 FORD	377	437	1781
UNIT #18 2013 CHEVROLET	468	765	684
UNIT #19 2001 DODGE TRUCK	0	35	14
UNIT #20 2017 FORD SUV	451	1059	
UNIT #21 2017 FORD TRUCK	318	652	691
UNIT #22 2017 FORD	613	1027	
UNIT #23 2017 FORD	507	1350	
UNIT #24 2010 FORD <small>(See Unit 15 for 2017)</small>	391	455	1046
UNIT #R1 2003 FORD SUV <small>(Retired - See Unit 19 &amp; Unit 20 for Partial 2017)</small>			
TOTAL PATROL MILEAGE	12794	25808	24329
FELONIES REPORTED	19	46	34
FELONIES CLEARED	31	56	44
MISDEMEANORS REPORTED	88	189	168
MISDEMEANORS CLEARED	88	179	170
TOTAL CASES REPORTED	107	235	202
TOTAL CASES CLEARED	119	235	214
TOTAL INCIDENTS	73	134	94
ADULT ARRESTS	50	90	115
JUVENILE ARRESTS	0	7	14
WARRANTS/CAPIAS SERVED	52	81	64
WARRANTS PAID AT LMC	12	24	
TRAFFIC CITATIONS ISSUED	140	304	311
WARNINGS ISSUED	505	1067	876
TOTAL ARRESTS	254	506	504
TOTAL DEPARTMENT CONTACTS	759	1573	1380
<b>REFERENCE ONLY:</b>			
D.W.I.	1	4	5
D.U.I./MINOR	0	0	0
MARIJUANA / DRUG POSSESSION	10	18	38
JUVENILE TOBACCO POSSESSION	2	2	0
FIELD CONTACTS	12	22	19
PUBLIC RELATION CONTACTS	15	24	22

	February-19	YTD	08/2018 YTD
<b>ACCIDENTS:</b>			
MINOR ACCIDENTS	22	37	32
MAJOR ACCIDENTS	0	0	7
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	22	37	39
<b>CODE ENFORCEMENT:</b>			
HIGH WEEDS & TRASH	14	20	15
JUNK / UNREGISTERED VEHICLES	8	13	11
SUBSTANDARD HOUSING	1	1	1
BUILDING COMPLAINTS	0	0	0
MISCELLANEOUS	15	49	17
TOTAL CODE COMPLAINTS	38	83	44
<b>DAILY ACTIVITIES:</b>			
CALLS FOR SERVICE	974	2000	1878
TELEPHONE CALLS RECEIVED	2006	4117	3641
ESCORTS	74	159	136
MOTORIST ASSISTS	55	101	104
EMERGENCY ORDER OF DETENTION	3	5	
BEHAVIORAL CRISIS	5	7	
911 CALLS	207	426	423
TEXT TO 911	0	0	
OPEN RECORD REQUESTS	29	82	
<b>ANIMAL CONTROL:</b>			
ANIMAL CFS & FOLLOW UPS	153	346	326
ANIMAL IMPOUNDS	34	69	86
<b>CPAA VOLUNTEER HOURS:</b>	86.50	126.50	

### WARRANT TOTALS

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

	Feb-19	YTD	02/2018 YTD
WARRANT TOTALS:			
LMC WARRANTS ISSUED	63	137	
LMC WARRANTS RECALLED	139	171	
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	57	89	
LMC WARRANTS PAID AT LMC / PD	1	1	

	Feb-19	YTD
WARRANT \$ AMOUNTS:		
LMC WARRANTS ISSUED	\$40,943.86	\$84,801.22
LMC WARRANTS RECALLED	\$76,343.62	\$94,717.44
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$33,362.81	\$59,848.96
MONEY COLLECTED AT PD	\$882.83	\$882.83

Report Prepared by Kelli Sanguinet 03/07/2019



Finance/Utility Billing & Collection

# MEMO

Date: March 21, 2019

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: *Yvonne* Monthly Report for February 2019

## Finance Department:

- \* Continued providing auditors with follow up information for the audit.
- \* Attended CIP meeting.
- \* Prepared and mailed out ACA forms for employees.
- \* Returned work papers, vendor payments, payroll reports to their rightful place after auditors were finished.
- \* 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 February 28<sup>th</sup> is \$3,434,729.26. Interest earned for February was \$4,463.71.
- \* Sales Tax for February was \$173,883 which is an increase of 1.29% from February of 2018.
- \* Reconciled 18 bank accounts
  - Processed 368 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

## Utility Department:

- The Electric billing for February was 11% lower what was billed in February 2018. The Water billing for February 2019 was 2.40% lower than what was billed in February 2018.
- February Statistics for the department:

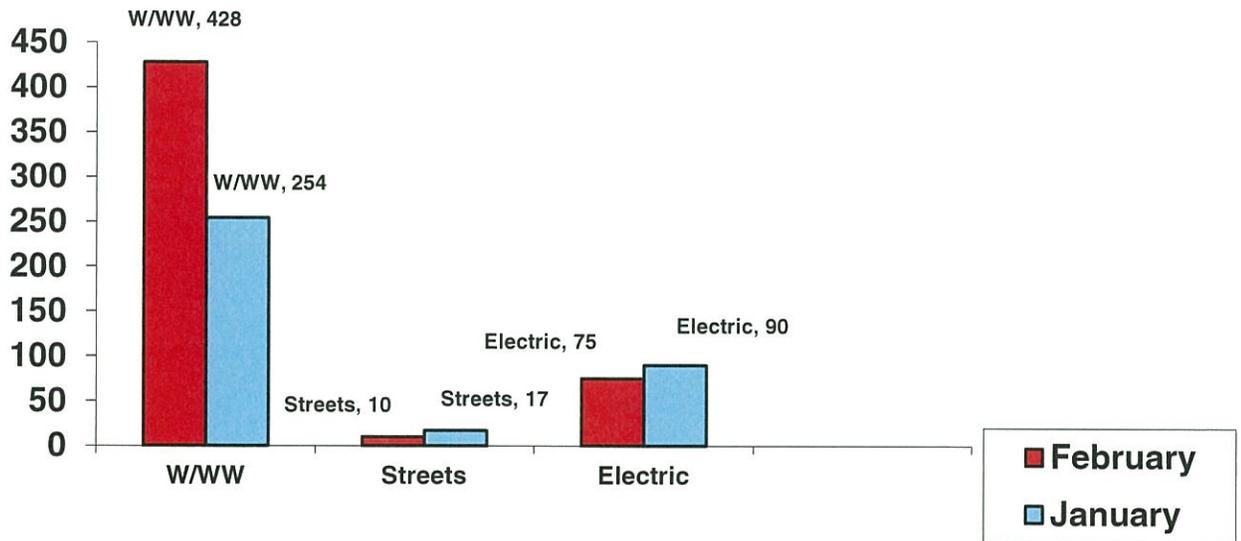
Total Water Customers	3,466
Total Wastewater Customers	2,765
Total Electric Customers	4,673
Residential Garbage Customers	2,676
Connects:	57
Disconnects:	48
Read In/Read Out:	41
Disconnects for Non-Pay:	11 (5 Reconnected)



**Public Works**

**MARCH 2019**

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



**Work Order Summary:**

Received: 513  
Completed: 426  
Voids: 3

# Memo



Street Department

To: Rickie Roy  
From: Carlos Garcia  
Date: Thursday, March 21, 2019  
Re: February Monthly

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Mr. Roy,

For the month of February 2109 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) Street – Total Work Orders = 10, Total Complete = 8, Total Outstanding = 2, Total Void = 0



Coc

For the month of March, we will continue routine road and patching repair. The street department will be brush chipping for the month of march.

# Memo



Electric Department

To: Rickie Roy  
From: Flint Geagley  
Date: March 12, 2019  
Re February Activities

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This month's activities involved:

- Received a total of 75 work orders and completed 73.
- Reworked 3 poles at Ave E and Ridge, cut trees and replaced service on N Hwy 281, replaced two poles in back yard at 84 Sue Ann, replaced 2 poles and reworked 2 other poles at 301 north Key and changed out 40 radio read meters
- Connected: 4 upgrades, 3 new services and removed 1 service for house demo
- Set 7 poles: 1 upgraded pole, 4 from pole inspection, 1 hit by vehicle and 1 customer new service
- Overtime: Received 9 callouts – 1 vehicle hit pole, 5 on customer side, 1 refused transformer, 1 tree fell on line and 1 cable line down

Activities for the Year 2018 - 2019:

- Pole Inspection replacement: total 389 poles, have replaced 247 poles
- Storage Building: Installed pole and transformers
- New Jail House: Set transformer and connected primary underground (secondary underground service is left) 90% complete
- Stone Valley: Contractors are building roads and installing water and sewer lines



Water/Wastewater Department

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

To: Rickie Roy Public Works Director

From: Van Sims Water/Wastewater Operations Manager

Date: March 19, 2019

RE: February 2019 W/WW Operations Monthly Report

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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 8 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 (8) all passed. 7 Boil notice samples; all passed
3. Dead-end lines were flushed.
4. Made 5 new service taps.
5. 15 leaks were reported and repaired.

**Operation of Wastewater Collection System**

1. Performed preventative maintenance at problem locations with Vactor
2. Cleared 8 sewer stoppages.
3. Repaired 2 sewer lines.
4. 1 new service tap.

- Total work orders completed = 345
- 36 – Locate Work Orders
- 15- Customer service calls ( no water, low pressure, discolored water, possible leaks)

# Memo



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

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

Date March 2019

Re: Monthly Report, February 2019

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

## ACTIVITIES:

- Inspections performed-56
- Plan reviews - 3
- Attended Directors Meetings.- 4
- Attended City Council Workshops.- 1
- Attended City Council Meetings.- 1
- Permits Issued, 53

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

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING	2	380,000.00	760.79
CO - CERTIFICATE OF OCCUPANCY	2	0.00	0.00
DEM - DEMOLITION	1	0.00	50.00
ELE - ELECTRICAL	14	0.00	1,527.00
FENCE - FENCE	1	4,500.00	45.00
MEC - MECHANICAL	3	0.00	180.00
PLB - PLUMBING	14	400.00	530.00
REM - REMODEL/ADDITION	9	133,211.71	850.00
SIGN - SIGN	2	0.00	80.00
SPRINK - SPRINKLER	5	29,462.62	140.00
*** TOTALS ***	53	547,574.33	4,162.79

Trends for the month of February were new roofs, electric service upgrades, gas lines/tests and irrigation systems.

### New projects/additions/businesses

Assisted Living Facility  
Christ the Rock Church  
Presbyterian Church  
Gillen's Co-Op Mercantile  
Irvin's Storage  
BK Development

A handwritten signature in blue ink, appearing to be "S. Sims", is located in the bottom right corner of the page.

# Lampasas Fire Department

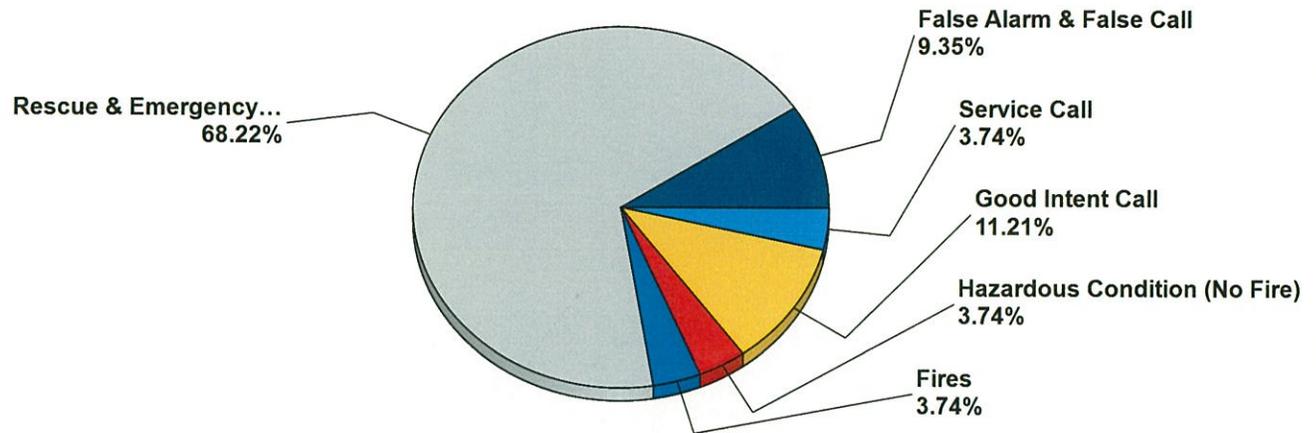
Lampasas, TX

This report was generated on 3/21/2019 7:42:27 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2019 | End Date: 02/28/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	3.74%
Rescue & Emergency Medical Service	73	68.22%
Hazardous Condition (No Fire)	4	3.74%
Service Call	4	3.74%
Good Intent Call	12	11.21%
False Alarm & False Call	10	9.35%
<b>TOTAL</b>	<b>107</b>	<b>100.00%</b>

*J.A.*

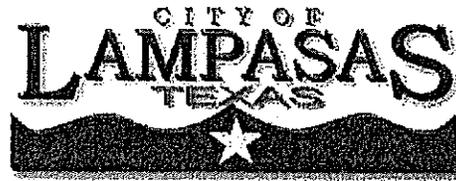
Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.93%
143 - Grass fire	2	1.87%
151 - Outside rubbish, trash or waste fire	1	0.93%
300 - Rescue, EMS incident, other	1	0.93%
311 - Medical assist, assist EMS crew	64	59.81%
320 - Emergency medical service, other	1	0.93%
322 - Motor vehicle accident with injuries	3	2.80%
324 - Motor vehicle accident with no injuries.	3	2.80%
352 - Extrication of victim(s) from vehicle	1	0.93%
412 - Gas leak (natural gas or LPG)	1	0.93%
441 - Heat from short circuit (wiring), defective/worn	1	0.93%
462 - Aircraft standby	1	0.93%
480 - Attempted burning, illegal action, other	1	0.93%
551 - Assist police or other governmental agency	1	0.93%
553 - Public service	1	0.93%
554 - Assist invalid	1	0.93%
561 - Unauthorized burning	1	0.93%
600 - Good intent call, other	1	0.93%
611 - Dispatched & cancelled en route	4	3.74%
631 - Authorized controlled burning	7	6.54%
700 - False alarm or false call, other	6	5.61%
733 - Smoke detector activation due to malfunction	2	1.87%
735 - Alarm system sounded due to malfunction	1	0.93%
743 - Smoke detector activation, no fire - unintentional	1	0.93%
<b>TOTAL INCIDENTS:</b>	<b>107</b>	<b>100.00%</b>

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

# Memo



Parks and Recreation Dept.

To: Honorable Mayor and City Council Members  
CC: Finley DeGraffinried, City Manager  
From: Chris Eicher, Director of Parks and Recreation  
Date: March 21, 2019  
Re: Monthly Report February 2019

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Department Activities  
(see reports)  
Parks

February is typically a pretty slow month for the parks department in terms of grounds maintenance. It's the perfect time of year to complete lots of vehicle and equipment maintenance, which is exactly what we were busy doing. With mowing season just around the corner, the crew spent most of their time servicing pressure washers, mowers, weed eaters, replacing valves, replacing signage, repairing pumps and fountains in Sulphur creek, and performing shop maintenance. As we make the transition from winter to spring, we are also beginning our pool maintenance.

Sports Facilities Crew  
(see reports)

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

Cemetery  
( see reports)

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

I) Regular Personnel Hours Available: 800.00

<u>LESS:</u>		
A)	Vacation Leave	21.00
B)	Sick Leave	61.00
C)	Supervision/Training	72.00
D)	Holiday	40.00
E)	Other (?)	

SUB-TOTAL 194.00

<u>PLUS:</u>		
A)	Over Time	27.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 27.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 633.00

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

III) Department Projects for the Month.		
Picnic Table Improvements	64.00	
_____		
_____		
_____		
Other:		
Sub-total Hours on Projects:		64.00

IV) Department Operations and Maintenance for the Month.		
Cleaning Parks	141.00	
Airport Maint.	19.00	
Mowing/Weed eating	179.00	
Building and Grounds	93.00	
Equipment/Vehicles/Shop	59.00	
Office/Meetings	78.00	
Sub-total Hours on Projects:		569.00

TOTAL HOURS FOR DEPARTMENT 633.00

V) Department's Proposed Projects for next Month		
Picnic Table Improvements	40.00	
_____		
_____		
Total Estimated Hours on Proposed Projects:		40.00

**WEEKLY WORK SCHEDULES  
PARKS DEPARTMENT**

WEEK OF: FEBRUARY 25-MARCH 1, 2019

	ESTIMATED	ACTUAL
<b>TOTAL HOURS</b>	200.00	200.00
OVERTIME	10.00	6.00
PART-TIME/TEMPORARY		
LESS VACATION	8.00	13.00
LESS SICK	32.00	32.00
SUPERVISION	20.00	16.00
LESS OTHER		
<b>TOTAL HOURS</b>	<b>150.00</b>	<b>145.00</b>

**WORK ORDERS**

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

**PROJECTS**

PICNIC TABLE IMPROVEMENTS	20.00	16.00
<b>TOTAL HOURS - PROJECTS</b>	<b>20.00</b>	<b>16.00</b>

**OPERATIONS & MAINTENANCE**

CLEANING PARKS	36.00	36.00
AIRPORT MAINT.	4.00	5.00
MOWING/WEED EATING	40.00	42.00
BUILDING/GROUNDS	20.00	18.00
EQUIP/VEHICLES/SHOP	10.00	6.00
<b>TOTAL HOURS - O&amp;M</b>	<b>110.00</b>	<b>107.00</b>

**OTHER**

OFFICE	10.00	10.00
MEETINGS	10.00	12.00
<b>TOTAL OTHER:</b>	<b>20.00</b>	<b>22.00</b>

<b>TOTAL CATAGORIES</b>	<b>150.00</b>	<b>145.00</b>
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**Department: SPORTS FACILITIES**  
**Monthly Activity Report**  
**MONTH OF FEBRUARY 2019**

I) Regular Personnel Hours Available: 480.00

LESS:

A)	Vacation Leave	
B)	Sick Leave	16.00
C)	Supervision/Training	
D)	Holiday	24.00
E)	Other (?)	

SUB-TOTAL 40.00

PLUS:

A)	Over Time	15.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 15.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 455.00

II) Department Summary of Work Orders for the Month.

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

III) Department Projects for the Month.

<u>Begin Prepping Fields for Soccer Season</u>	40.00
<u>Install New Boards on Bleachers on Guyco Field</u>	16.00
_____	
_____	
Other:	
Sub-total Hours on Projects:	56.00

IV) Department Operations and Maintenance for the Month.

<u>Cleaning Fields</u>	80.00
<u>Turf Management</u>	82.00
<u>Mowing/Weed eating</u>	80.00
<u>Building and Grounds</u>	80.00
<u>Equipment/Vehicles/Shop</u>	64.00
<u>Office/Meetings</u>	13.00
Sub-total Hours on Projects:	399.00

TOTAL HOURS FOR DEPARTMENT 455.00

V) Department's Proposed Projects for Next Month

<u>Begin Prepping Fields for Baseball/Softball Season</u>	40.00
_____	
_____	
Total Estimated Hours on Proposed Projects:	40.00

DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: FEB 2019

Regular Personnel Hours Available:		<b>480</b>
LESS:		
A) Vacation Leave/Personal Day	0	
B) Sick Leave	16	
C) Jury Duty	0	
D) Other (holiday/bad weather)	24	
E) Supervision	25	
	SUB-TOTAL	<b>65</b>
PLUS:		
A) Transfer from Parks	0	
B) Seasonal Labor/Temp	0	
C) Other (Community service)	0	
D) Overtime	13.5	
	SUB-TOTAL	<b>13.5</b>
<b>TOTAL HOURS AVAILABLE FOR THE MONTH:</b>		<b>428.5</b>

**Department Summary of Work Orders for the Month**

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

**Department Projects for the Month**

	0	0	
	0	0	
	0	0	
Sub-total Hours on Special Projects:			<b>0</b>

**Department Operations and Maintenance for the Month**

Mowing & W/E / Funerals	0	
Equip & Veh Maint	21	
Buildings & Grounds	352	
Office Operations	53.5	
Sub-total Hours on OM Projects:		<b>426.5</b>

**OTHER**

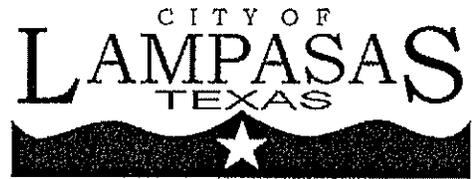
OHCA Mtg.	2	
	0	
	0	
Sub-total Other		<b>2</b>

**TOTAL HOURS FOR DEPARTMENT** **428.5**

**Department's Proposed Projects for next Month**

	0
	0
Total Estimated Hours on Proposed Projects:	<b>0</b>

# Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 3/42019  
Re: End of the month report Feb.

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Interments	5 (3) cremation
Fee's for over site	\$275.00
Sites sold	3/ \$1500.00
Niche sales	1/ \$550.00
Beautification fund	\$132.00
Visitors Assisted	6
Level & Backfill sites	3
Meetings Attended	1
Permits Issued – n/c	1
Permits Issued – chg	1



**Memo**

To: Finley deGraffenried, City Manager  
 CC: Gary Cox, Asst. City Manager  
 From: Monica Wright, Director of Information Systems  
 Date: Tuesday, March 5, 2019  
 Re: February 2019 Monthly Report

Information  
Systems

**Service Requests:**

	February 2018	February 2019	
IT Department	129	192	<b>+63 service requests</b>

**Social Media Stats:**

	February 2018	February 2019	
Facebook Likes	4,555	5,339	<b>+784 FB page likes</b>
Twitter Followers	274	388	<b>+114 Twitter followers</b>

**Website Payments:**

	February 2018	February 2019	
City Utility	259 \$81,742.00	341 \$122,041.05	<b>+82 online payments +\$40,299.05</b>
Municipal Court	36 \$14,598.36	28 \$6,653.44	<b>-8 online payments -\$7,944.92</b>

**Website Stats:**

	February 2018	February 2019	
Page Visits	6,534	10,495	<b>+3,961 visits</b>
Page Views	15,805	21,310	<b>+5,505 page views</b>
Downloads	1,207	1,900	<b>+693 downloads</b>

*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/replace (15) PCs *(ongoing)*
- Configure/install (3) WAP's (wireless access points) at Old City Hall *(March 2019)*
- Terminate data on all floors at Old City Hall *(February 2019)*
- A/V project at Old City Hall *(March 2019)*
- Phone extension project at Old City Hall *(February 2019)*
- Configure/install PD server for replication *(March 2019)*
- Configure/issue out (2) PD training laptops *(February 2019)*
- Configure/install NAS for disaster recovery *(February 2019)*
- Assist staff with migration to MyGov permitting software *(Spring-Summer 2019)*
- Install switch/configure network at new WWW building *(Summer 2019)*
- Off-site backups from City network based locations *(Summer 2019)*

**February projects:**

- Configured/installed WAP (wireless access point) at PD
- Terminated data cables at Old City Hall on mezzanine
- Configured/issued out (2) PD training laptops
- Configured/installed new NAS
- Configured/rebuilt IT-NAS
- Configured/installed replacement pc for Parks Director
- Configured VLAN's on firewall/switches
- Renewed backup software annual license
- Inventory of Verizon aircards in each department
- Attended personnel policy meetings
- Updated PD pc inventory

**March Projects:**

- Configure/install WAP's at Old City Hall on all floors
- Run network cable from switch to the Sign PC at PW Barn
- CIP Project list/Meetings
- 2019-2020 Budget
- Terminate data cables at Old City Hall on Court floor
- Configure/issue out replacement PD Toughbook/docking station
- AV vendor onsite to finish AV equipment installation at Old City Hall/training – March 11th
- Renew WG Live Security Suite license
- Renew Office 365 Plan 1/online protection license
- Phone vendor onsite to extend phone system at Old City Hall/terminations
- Configure/install Golf Point of Sale replacement PC/Migration
- Configure/install server at Police Department
- Schedule Badge migration to new PD Server
- Rebuild Library Little Tikes PC/install
- Configure offsite replication on the network
- Continue working on MyGov project with staff
- Relocated M.Court personnel/it equipment back to renovated building
- Activate Verizon JetPack upgrades/Issue out

**Daily/Weekly/Monthly Tasks:**

- OS updates on City Hall, Fire Department, 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)
- VOIP phone software (2020-2021)
- Point to Point wireless Internet solution for locations not on fiber (2019-2020)
- 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 City Hall Servers (2019-2020)
- Social Media Retention Software (2019-2020)
- Microsoft Office Exchange Email Archive (2019-2020)

## LAMPASAS PUBLIC LIBRARY

### FEBRUARY 2019

Circulation	We had 5,195 items circulate in February, which is down 7.3% from January (5,604). This month was several days shorter than last month, so that may have accounted for most of the difference. The library was also closed February 18 for Presidents' Day.
Door Count	The February door count (4,530) was down 3.6% from last month (4,699).
Internet Usage	Internet usage (715) was up 9.5% from January (653). We are starting to see an uptick in computer usage again, as we typically do around this time of year.
Wifi Usage	We had 243 distinct clients use the public wifi in February, which is down 22.1% from January. There were an average of 21 users per day, which is down 16% from last month.
Text Interactions	We communicated, via text messages, with 105 unique phone numbers in February, which is down 10.3% from January (117). We sent/received a total of 523 messages, which is down 14.7% from last month (613).
February Programs	We offered 13 programs in January (compared to 12 in January), which included the Teen Book Club, Story Times, How Pinteresting!, Books & Badgers (cancelled due to weather), Teen Lock-In, Lego Robotics, Texas 42 program, Cornelia Key Book Club, Polar Bear program with Alaska Zoo, and Beekeeping 101.
Program Attendance	A total of 194 people attended the 13 programs offered in February, compared to 358 people who attended the 12 programs offered in January (235 of whom attended the Book Festival).
Upcoming Programs	Some of our upcoming March programs and events include: Books & Badgers (2 <sup>nd</sup> ), Teen Book Club (4 <sup>th</sup> ), Story Time (6 <sup>th</sup> ), How Pinteresting! (12 <sup>th</sup> ), Story Time (20 <sup>th</sup> ), Cornelia Key Book Club (20 <sup>th</sup> ), and Lego Robotics (26 <sup>th</sup> ).
Facebook Live	We are beginning to do Facebook Live posts in an effort to engage and inform our followers. Our first Facebook Live post was the drawing of our gift basket winner for Library Lovers' Month. We will also be highlighting library staff and talking about upcoming events.
Painted Chairs	The deadline to turn in entry forms for this year's Painted Chair Fundraiser is March 10 (extended from March 4). We would like to see more community members paint book-themed chairs to be auctioned off at the Bloomin' Fest on April 6. Last year, we had 17 chairs and raised \$1700 for the summer reading program. Funds raised this year will also go toward summer reading program expenses.



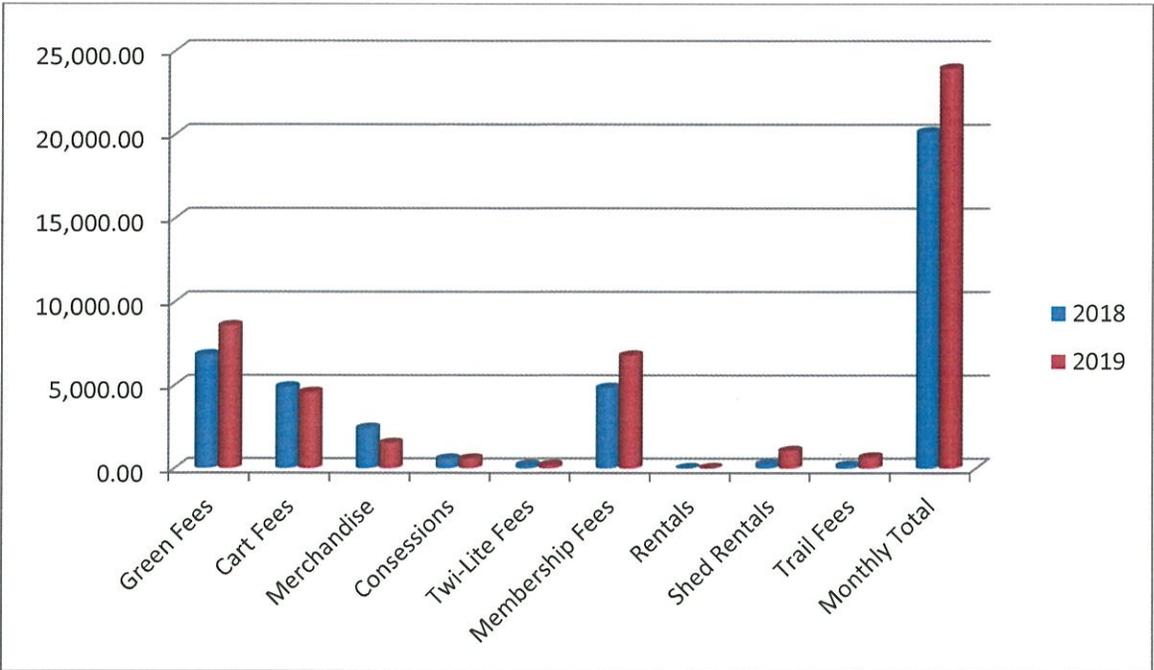
# Memo

**To:** Finley deGraffenied, City Manager  
**From:** Van Berry, Golf Course Manager  
**cc:** City Council Members  
**Date:** March 21, 2019  
**Re:** Monthly Report, February 2019

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- 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.
- Completed spraying pre-emergence (Pendulum) on the fairways and tee boxes.
- Trimmed numerous trees and removed two stumps on the left side of #10 fairway.
- The golf course grounds crew checked all the sprinklers and if needed made adjustments.
- Repaired a water leak behind #2 green.
- Installed two new sets of batteries in members' golf carts.
- Power washed the mold build up on the split-faces block on the west side of the Pro Shop.
- I had a community service worker wash and check the batteries in all of the rental carts.

# Hancock Park G.C. February Revenue Comparison 2018 and 2019



## City of Lampasas

## M E M O

To: Mayor and City Council  
 From: Finley deGraffenried  
 Re: Manager's Report  
 Date: 21 March 2019

- Library** Shanda reports that the Lampasas Public Library has received special recognition from the Texas Library Association. The Library received the TLA Branding Iron Award in the Event category for their Painted Chair Event. The award will be presented at the May 28<sup>th</sup> City Council Meeting and will be highlighted in the summer issue of the *Texas Library Journal*.
- Development** The City has, or will receive, two preliminary plats for residential development on 580 west, and Brown Street. The total potential development from the two concepts will be approximately 50 dwellings. Currently staff is reviewing the plat(s) and will prepare the item for consideration by the Planning and Zoning Commission and City Council.
- Old City Hall** The City received word this week that production for elevator equipment has been pushed back two to three weeks. The scheduled arrival time for the elevator is now projected for the first or second week of April. Crews will then take approximately two to three weeks to install, inspect and certify the unit. City staff has conducted a follow-up walk through with the contractor and the project is generally considered 98% complete. Staff will receive training on the HVAC system this week, and O&M Manuals will be delivered in the next several days. Providing the Building Official issues a partial CO, the municipal court administrative functions could move back in the next week or two.
- CIP** The CIP Committee held a lengthy meeting on March 7<sup>th</sup> to review departmental projects and equipment needs. Additionally the Committee reviewed staff's new categories for projects related to information technology and communications. The next meeting has not been set, however; will likely take place in 3 to 4 weeks.
- 4/8 Workshop** Staff has begun preparing for the April 8<sup>th</sup> Workshop Session to discuss Code Enforcement and outdoor amenities. The Chief of Police, Code Enforcement Officer, Building Official and Assistant City Manager will be preparing information and opportunities related to code enforcement, and sub-standard buildings. Council will also receive the current Food-Truck Ordinance and inventory of outdoor venues prior to the Workshop to aid in that discussion. It is staff's hope the discussion will identify specific tasks for staff to research and implement.

W/WW Building	Staff is nearing the conclusion of the value engineering process for the Water/Wastewater lab and shop. Staff has been working with our design team and engineers, and the general contractor regarding possible savings. The process also includes reviewing a reduction in features/quality in relation to the overall benefit of savings and needs of the facility and staff.
Community Service	The City was approached last week regarding a possible supervised adult probation workforce for City clean-up projects. Rickie Roy made initial contact, and will gather additional information regarding any limitations or conditions of the arrangement. Staff will bring a proposal back to Council for consideration as the plans are formalized.
Water Meters	Yvonne reports that new water meters were received and have been installed under contract with Core and Main. The radio read meters will provide additional time of use information and be generally more accurate. The City installed just over 400 meters under contract and approximately 120 by City staff to complete the project for this budget year.
Audit	This week the City received the draft audit for FY 2018. For the past several years, an ad hoc Council committee has reviewed the audit with staff from Singleton, Clark; and providing there is no objection, staff will proceed to schedule a meeting under that format. Generally the City performed well, but the statements also reflect an OPEB liability which may cloud overall financial performance.
West Ave. E	Gary reports that preliminary estimated costs and design have been received from Eckermann Engineering for drainage, curb, gutter and pavement of West Avenue E. The project, including approximately 14,000 square yards of HMA paving, 4400 linear feet of curb and gutter, and drainage improvements, is estimated at \$869,798.00. Additionally, several driveways will be replaced or installed, and manhole and valve boxes will be elevated. The project is generally identified for funding through the Street Department budget, likely over two years.



City Manager

ITEM NO. 7.1

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

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**Subject:**

Discussion and possible action concerning the adoption of the proposed Guthrie Committee Bylaws.

Requested By: Shanda Subia, Library Director  
Judy Lansford

Submitted By: Finley deGraffenried, City Manager

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Guthrie Committee Bylaws

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**Summary Statement:**

The Guthrie Committee was created to provide recommendations to the City Council for expenditures of the bequeathed funds. The committee has met and wishes to submit the proposed bylaws for approval. These bylaws will be used to govern the committee meetings, discussions, and recommendations, for the benefit of the library. Mrs. Lansford will be in attendance to discuss the actions of the Committee and Bylaws.

**Recommendation:**

To consider a motion to approve the Guthrie Committee Bylaws

The Guthrie committee, created by the Lampasas City Council, met in August, in an official capacity just to 'meet and greet' and discuss some possibilities of expenditures to honor Tracy Guthrie. Members in attendance were Chuck Williamson, Judy Lansford, Sheryl Hausmann, Jennifer Walker and Shandia Subia, librarian and Emily Stone, assistant librarian. Ruthie Martin was absent.

Due to the fact that this board was not in compliance with ordinances set out for city boards no business was conducted. Although, the members were in full agreement that the commission of a sculpture, to be placed at the library park was a possibility!

Judy Lansford

**CITY OF LAMPASAS  
GUTHRIE COMMITTEE  
BYLAWS**

**ARTICLE I  
Name**

The Lampasas City Council established the Guthrie Committee on September 25, 2017, per City of Lampasas Code of Ordinances Chapter 2, Administration, Article II, Boards, Committees and Commissions, Division 4, entitled "Guthrie Committee," hereinafter referred to as "the committee."

**ARTICLE II  
Appointments**

The City Council shall appoint the initial membership of the committee according to the terms and requirements outlined below. The initial membership of the committee shall be the current President and Vice President of the Library Board, the President and Vice President of the Library Foundation, and one member of City Council.

**ARTICLE III  
Membership**

The committee shall consist of five (5) members: the President and Vice President of the Library Advisory Board, President and Vice President of the Library Foundation, and one member of City Council. All members shall be residents of the Lampasas Public Library service area as outlined in the library circulation policy. At least a majority of the committee shall be made up of members who reside within the city limits. The library director, or the director's designated representative, shall serve as an ex-officio, non-voting, member of the committee.

**ARTICLE IV  
Terms of members**

The committee members shall serve two-year terms. Terms of service shall begin immediately upon appointment and shall expire on September 30 of the second year of service by the member. Members may be reappointed by the City Council to successive terms of service, with no limits. To accomplish staggering of service terms, the initial terms of service shall be as follows: two (2) initial appointees shall be appointed to serve terms of one year each; three (3) initial appointees shall be appointed to serve terms of two years each; and subsequently, each committee member will serve for a two year term, thereafter.

ARTICLE V  
Election of officers

The committee shall elect a chairperson, vice-chair, and other such officers the committee deems necessary. These officers are to be chosen from among the committee membership, initially, and shall serve in the appointed officer capacity for two years or until their successors are elected.

ARTICLE VI  
Powers and duties

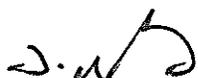
The committee shall be advisory in nature and shall generally consider, evaluate, and recommend to the city potential appropriate uses of the bequeathed funds for the benefit of the public library. The ultimate implementation of any project or plan recommended by the committee shall be the sole responsibility of the city and the city staff. The committee shall make copies of its approved minutes available to the City Council, upon request.

ARTICLE VII  
Meetings

Meetings shall be held on an as-needed basis. An agenda for each meeting shall be posted at city hall and at the library 72 hours prior to the meeting. All meetings are open to the public. A record of its proceedings is of public record and is available upon request. Meetings will be called by the president. Any member may request the president to call a meeting. Three (3) members of the committee shall constitute a quorum.

ARTICLE VIII  
Parliamentary Authority

Robert's Rules of Order shall govern the proceedings of this committee.

  
City Manager

ITEM NO. 72

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

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**Subject:**

Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$7,254.74 for event expenses related to the 18<sup>th</sup> Annual Riata Roundup Rodeo April 25-27, 2019.

Requested By: Melissa Unger, Chamber Director

Submitted By: Mandy Walsh, LEDC

Date Submitted: March 19, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

Funding is available in the HOT Fund Account 40 for FY 2018/2019.

Attachments: HOT Fund Request Form & Advertising Plan

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**Summary Statement:**

The attached request is eligible for HOT funding. In 2018 the Chamber Director requested HOT Funding for this event in the amount of \$3,400. The 2018 requests came in (2) separate requests: the first being on March 12, 2018 and was approved for a maximum of \$2,400 by Council (for advertising) with instructions to come back to request the funding for “qualified expenses such as lighting, port-o-cans, etc.” The second request came on March 26, 2018 when Council approved an additional \$1,000 for operational costs such as hotels for rodeo company, hay, lighting, port-o-cans, etc. It does not appear there was a request for reimbursement from the 2018 event, therefore the City did NOT reimburse any HOT funding for the 2018 Riata Roundup. Melissa Unger will be in attendance to present her funding intent for operations and advertising for this year’s event.

**Recommendation:**

Staff recommends approval of HOT funds in the amount of \$7,254.74.

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

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

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

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

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

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

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

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

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

Proposed Marketing Plan for Funded Event

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

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

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

# Application

## *Organization Information*

Date: March 19, 2019

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

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

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 #: \_\_\_\_\_ Entity's Creation Date: 1960s

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 18<sup>th</sup> Annual Riata Roundup Rodeo

Date of Event or Project: Thursday, Friday & Saturday, April 25-27, 2019

Primary Location of Event or Project: 580 Sports Complex, Lampasas, TX

Amount Requested: \$7,254.74

How will the funds be used: Operational costs to host the Riata Roundup Rodeo, to include hotel rooms for the rodeo contracting company/producer (Diamond Cross Rodeo Co.) and event vendor costs in order to host the event.

Primary Purpose of Funded Activity/Facility: To 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.

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

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

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

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

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

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

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

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

**3. Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.** \$2776.06

**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.** \$4,478.68- Event expenses

**Sporting Related Event Funding:**

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

The number of adult rodeo entries can be anywhere from 300-600. There will also be participants of the Queen and Princess contests, and 80+ mutton busting entries.

If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county? The majority of the Rodeo entries, attendees and participants will not be from Lampasas or Lampasas County. The Queen, Princess Participants will be from within Lampasas County

and a portion from surrounding areas. The majority of the mutton bustin entries will be from Lampasas 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? This is 2-day event, and participants will be staying the night in local hotels and motels; most of them for 2 nights. The Chamber/Visitor Center also has rooms reserved for this event both nights of the event.

**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 : 3 due to the location change. 17 total for the event

Expected Attendance: 3,000 to 8,000

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

How many nights will they stay: 2 to 3 (Added a day onto the event this year)

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: We are contracted to reserve 4 room stays at a local hotel for our rodeo contractor, Diamond Cross Rodeo Co.

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	April 2018	\$3,400.00	N/A
Lampasas	May 2017	\$1,700.00	190
Lampasas	May 2016	\$2,253.00	123

How will you measure the impact of your event on area hotel activity? Through established room blocks being filled and surveying hotels, motels, B&Bs and RV parks after the event. Best Western Plus of Lampasas and the Quality Inn also have special code they use for Chamber/Visitor Center events, in order to track number of stays for our events.

Please list other organizations, government entities and grants that have offered financial support to your project: We have over 75 sponsors for this event.

Please check all promotion efforts your organization is coordinating and the amount financially committed to each media outlet: (See Attached Break-Down for HOT Funding)

Paid Advertising: Newspaper  Radio  Interview TV online calendars

Press Releases to Media  Direct Mailing to out of town recipients \_\_\_\_\_

Other \_\_\_\_\_ Magazines \_\_\_\_\_

What areas does your advertising and promotion reach: Lampasas County directly and targeted/surrounding locations in Texas

What number of individuals will your proposed marketing reach that are located in another city or county? Thousands to millions living outside of the Lampasas County zip codes; the social media and online advertising.

**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 Riata Roundup Rodeo**  
**Thursday, Friday & Saturday- April 25-27, 2019**  
**Advertising Plan and HOT Funding Request Break-Down**

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**Advertising Proposed Costs**

**Social Media**

Separate Advertisements for Rodeo Events, Mutton Bustin' and Queen and Princess Contests \$ 300.00

**Press Releases to Media** \$ 100.00

**Lampasas Dispatch Record**

2 Ad Runs, \$166.32 each, Print & Digital \$ 332.64- ~~\$133.06~~

**Radiogram**

(TBD) 6-day consecutive run in RG, quarter page, Print & Digital \$ 330.00- ~~\$0.00~~

**Killeen Daily Herald/Cove Herald/Ft. Hood/Harker Heights**

3-week run 4/7-4/26 (Ads, Online & Special Section) \$ 443.00

**Copperas Cove Leader Press/Belton/Harker Heights**

3-week run 4/4-4/26 (Ads & Online) \$ 325.00

**Cowboy Sports News Magazine**

1-Full Page Ad \$ 350.00

**KBEY FM**

Radio Spots & Social Media advertising, possible radio interview -added value \$ 325.00

**Lampasas Radio**

Live interview on radio during the week of the event, with ticket giveaways \$ 50.00

**Television Station Calendars**

Austin, Waco & Temple TV Stations; online presence \$ 0.00

**Hamilton County Electric Co-Op Magazine**

Community Calendar \$ 0.00

**Texas Highways Events Magazine Calendar**

Online and digital \$ 0.00

**DailyTrib.com, The Highlander, Burnet Bulletin**

Print and online publications, amounts to be determined by special/seasonal pricing \$ 750.00

**TOTAL ADVERTISING** ~~\$3305.64~~ **\$2776.06**

**Other HOT Funding Requests (Event related)**

**Rodeo Producer- (25%)** \$15,000.00- ~~\$3,750~~

**Restrooms (25%)** \$ 750.00- ~~\$187.50~~

**Hotel Rooms- Production Company (25%)** \$ 1,084.72- ~~\$271.18~~

**Security- Police (25%)** \$ 1,080.00- ~~\$270.00~~

**TOTAL REQUESTED (% reim. factored in) **\$7,254.74****

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City Manager

ITEM NO. 7.3

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

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**Subject:**

Discussion and possible action regarding change order #1 for the Nix Elevated Water Storage Tank Rehabilitation Project.

Requested By: Gary Cox, Assistant City Manager

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

Funding for this project is allocated through the 2016 Certificates of Obligation.

Attachments: Change Order # 1

---

**Summary Statement:**

The City has a received change order #1 from the contractor requesting a 9-day extension to the contract and providing options for the logo and lettering to be placed on the tank. The contract extension is requested because of the contractor having to demobilize from the site due to recent water main breaks and the need to temporarily place the tank back in service. Due to circumstances beyond the control of the contractor and lost work time, staff recommends the approval of the 9-day extension.

The contractor has also submitted pricing options for painting the logo and lettering on the tower. Staff seeks direction from Council on the desired option. The cost to install the logo and lettering on both sides of the tank results in an increased cost of \$3,600.00. The cost for one side of the tank is \$1,800.00. The cost of only the logo is \$1,500.00 per side and an additional \$300.00 per side for the lettering.

**Recommendation:**

Motion to approve change order # 1 for the Nix Elevated Water Storage Tank Rehabilitation Project authorizing the contract extension and approval of the increased cost for the logo/lettering.

City of Lampasas

**CONSTRUCTION CHANGE ORDER**

Date: March 21, 2019

Owner: City of Lampasas

Change Order No. 1

Contractor: CTEX Construction Services, LLC

Amount: \$3,600.00

Engineer: Jones-Heroy & Associates, Inc.

Job Name: Nix Road 200,000 Gallon Elevated Storage Tank Rehabilitation

Job No.: JHA Project No. 1010-010

	Amount	Time	
		Days	Date
Original Contract Amount	\$242,200.00	120	May 14, 2019
Previous Change Order# __ to # __ or None			
Current Change Order # <u>1</u>	\$ 3,600.00	129	May 23, 2019
Current Contract Amount	\$245,800.00		

The terms of the Agreement, dated January 2, 2019, between Owner and Contractor are amended as follows:

**Description of Changes**

1. Substantial completion is extended to 129 days.
2. Tank Logo is amended as follows:
  - a) "Rocking L" logo, \$1,500 x 2 sides = \$3,000.00
  - b) "LAMPASAS" lettering added to logo, \$300 x 2 sides = \$600.00

Approved By: Owner

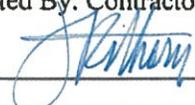
By: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

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

Accepted By: Contractor

By:  \_\_\_\_\_

Company: CTEX CONSTRUCTION SERVICES LLC

Title: PRESIDENT/CEO

Date: 3/21/2019



City of Lampasas

**REQUEST FOR EXTENSION OF TIME**

Job No.: JHA Project No. 1010-010

Job Name: Nix Road 200,000 Gallon Elevated Storage Tank Rehabilitation

Owner: City of Lampasas

Request No. 1

.....  
Contractor:

We request an extension of the completion time on our Contract in the amount of 9 calendar days. The completion date was to be May 14, 2019, and the new completion date will be May 23, 2019.

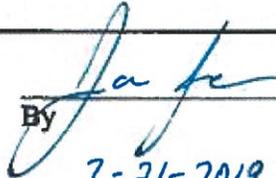
The reasons for request:

CTEX crews were asked to remove interior rigging, equipment, clean and disinfect the tank while the City repaired a related water main. The time that CTEX crews were unable to work on the tank was from approximately 2/12/19 through 2/20/19.

By   
Date 3/21/2019

.....  
Engineer:

Recommend approval for extension of 9 calendar days or      work days.  
 Recommend disapproval (see following comments)  
 Recommend disapproval of      calendar days or      work days.

By   
Date 3-21-2019

.....  
Owner:

Approved as recommended: \_\_\_\_\_  
By \_\_\_\_\_  
Distribution: Engineer \_\_\_\_\_  
Owner \_\_\_\_\_  
Contractor \_\_\_\_\_  
Date \_\_\_\_\_

# CTEX CONSTRUCTION SERVICES, LLC



Water Tank Rehabilitation

615 Eleanor Dr. Fate, TX 75087  
214-680-0587

---

February 22, 2019

Jason S. Jones, P.E.  
Jones-Heroy & Associates, Inc.  
South Hwy. 281  
Suite D  
Lampasas, TX 76550

RE: Nix Road 200,000 Gallon Elevated Storage Tank Rehabilitation  
Extension of Contract time

Jason,

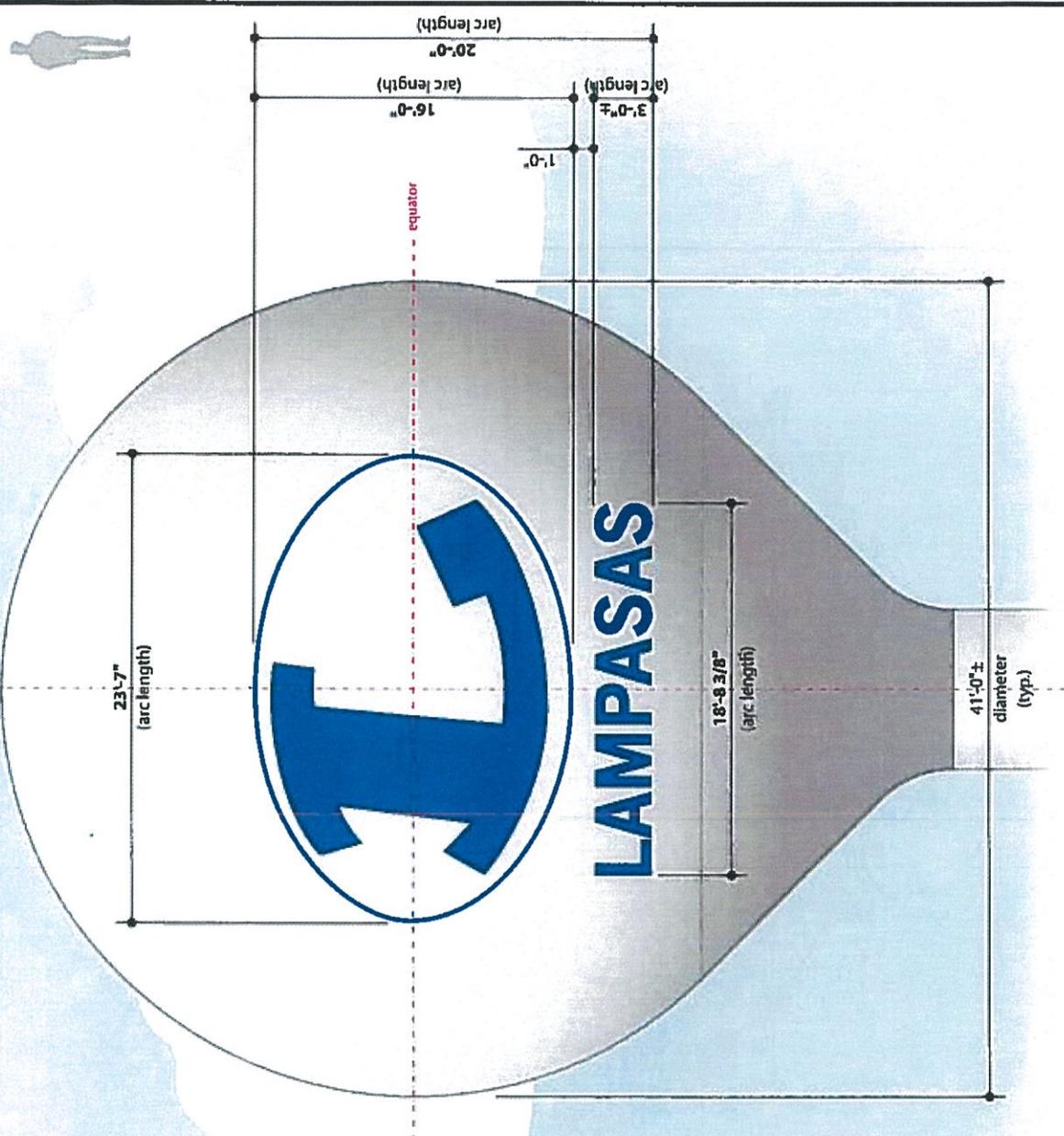
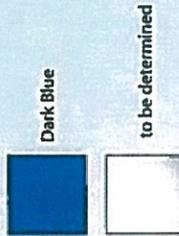
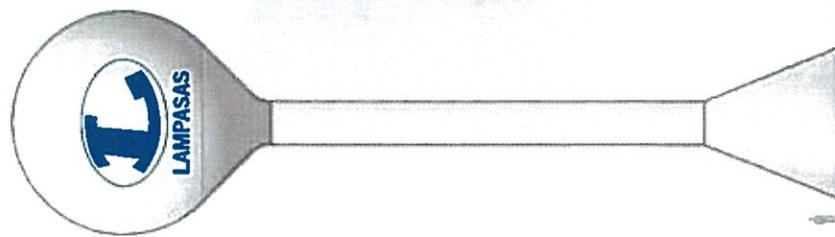
We are requesting a 9-day extension of contract time for the Nix Road project based on the fact that our crew was asked to remove interior rigging, equipment, clean and disinfect the tank while the City repaired a related water main. The time that we were unable to work on the tank was from approximately 2/12/19 through 2/20/2019.

Sincerely,

Rick Thorn, president  
CTEX Construction Services LLC

**Tank Reservoir Elevation**

Planar measurements of graphics.  
 Tank measurements shown are based on a typical 200K gallon Pedesphere tank and client provided information.  
 Owner / Engineer should verify all measurements prior to final approvals and production.  
 Quantity: (tbd).  
 Exact orientation to be determined / verified in the field by owner / engineer.



Colors shown are close approximations only. Colors may vary slightly depending on media viewed on. Refer to color calibration when specified. All renderings shown are approximate and are provided as a visualization only. This document is the property of TankLogos.com. All rights reserved. No reproduction without exclusive permission from TankLogos.com is prohibited.

Please sign copy(ies) of this drawing and accompanying estimate if approved and return or fax to begin work.  
 Signature \_\_\_\_\_  
 APPROVED  DATE \_\_\_\_\_  
 APPROVED AS NOTED  DATE \_\_\_\_\_  
 REVISE + RESUBMIT  DATE \_\_\_\_\_

Client: CTEX  
 Design: Lampasas TX W FMS80 200KG PED 80  
 Revision Date: 03-14-19  
 First Print Date: 03-11-19  
 Scale: 1/8"=1'-0"±

Tim Donovan | Owner  
 106 Mission Ct STE 1201  
 Franklin, TN 37067  
 615.473.0272 tel  
 888.492.1831 fax  
 Tim@TankLogos.com



# CTEX CONSTRUCTION SERVICES LLC

PROJ. 00095423

## WATER TANK REHABILITATION AND COATINGS

615 ELEANOR DR.  
FATE, TX 75087  
214-880-0587

DATE: March 20, 2019  
QUOTE: 32019  
PROJECT LAMPASAS NIX RD  
EST

QUOTE FOR:

CITY OF LAMPASAS

DESCRIPTION	AMOUNT
NEW LOGO "Rocking L" only 1 side	\$ 1,500.00
New Logo "Rocking L" only 2 sides	3,000.00
New Logo "Rocking L w/ LAMPASAS" 1 side	1,800.00
New Logo "Rocking L w/ LAMPASAS" 2 sides	3,600.00
Includes labor, materials, installation and coatings per specifications	
<b>TOTAL</b>	

THANK YOU FOR YOUR BUSINESS!

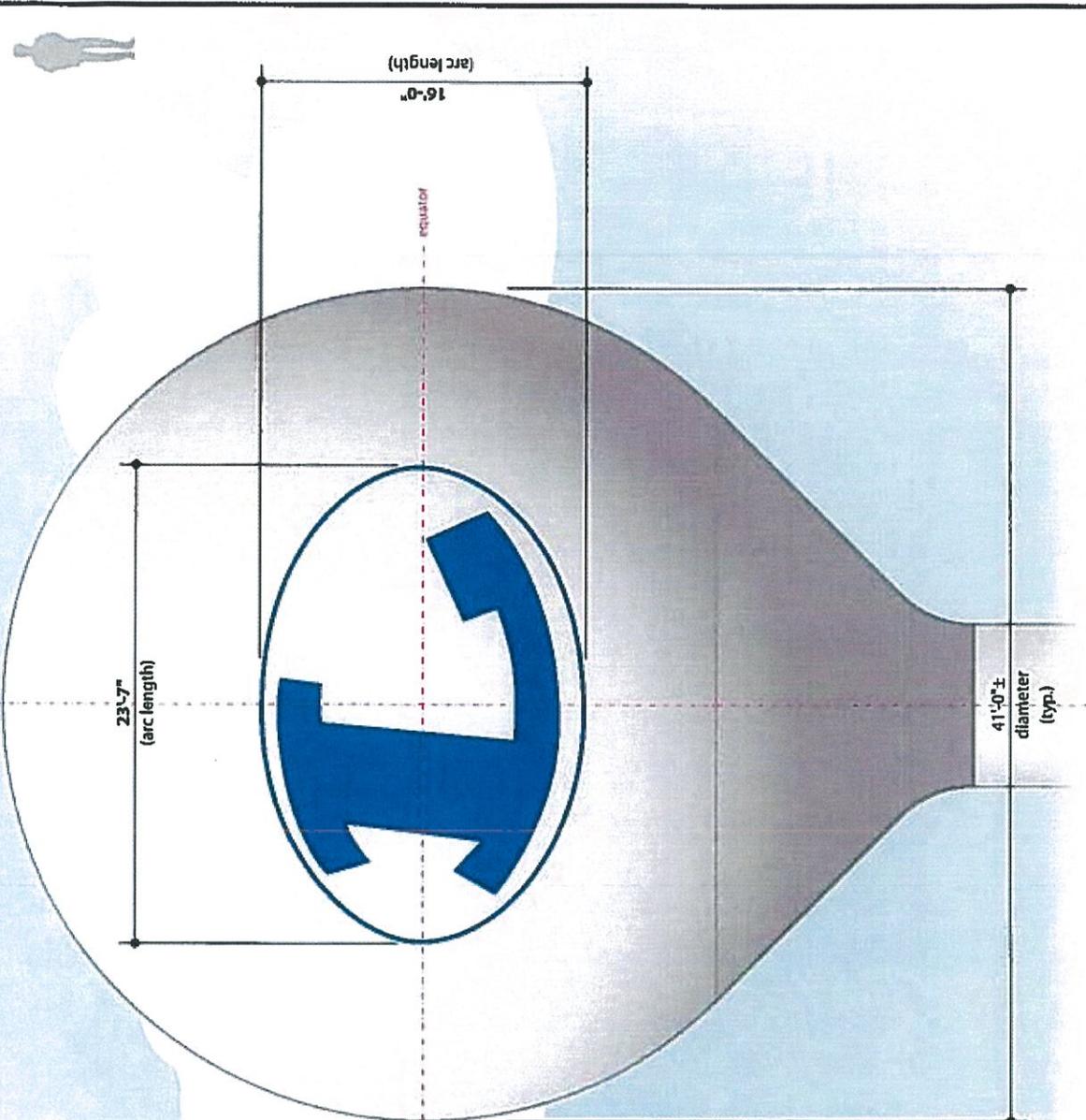
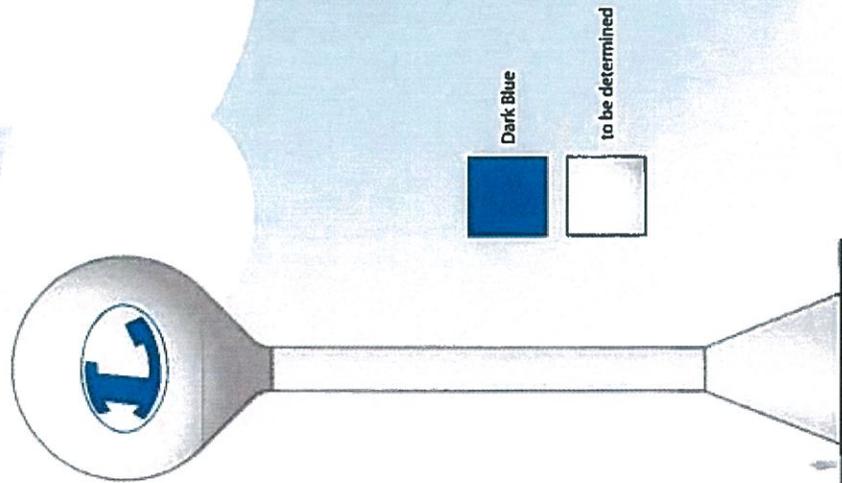
**Tank Reservoir Elevation**

Planar measurements of graphics.

Tank measurements shown are based on a typical 200k gallon Pedesphere tank and client provided information.

Owner / Engineer should verify all measurements prior to final approvals and production.

Quantity: (ibid).  
Exact orientation to be determined / verified in the field by owner / engineer.



Colors shown are close approximations due to unavoidable variations in printing process. Refer to color proofs when specified. All renderings shown are approximate and are provided as a visualization aid. This design is copyright of TankLOGOS.com. Any materials are all rights reserved. TankLOGOS.com is prohibited.

Please scan copy(s) of this drawing and accompanying estimates if approved and return or fax to begin work.

Signature \_\_\_\_\_

APPROVED  DATE \_\_\_\_\_

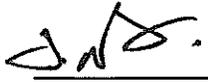
APPROVED AS NOTED  DATE \_\_\_\_\_

REVISE + RESUBMIT  DATE \_\_\_\_\_

Client: CTEX  
Design: Lampasas TX W FM580 200KG PED A0  
Revision Date: 03-11-19  
First Print Date: 03-11-19  
Scale: 1/8"=1'-0"±

Tim Donovan | Owner  
106 Mission Ct STE 1201  
Franklin, TN 37067  
615.473.0272 tel  
888.492.1831 fax  
Tim@TankLOGOS.com



  
City ManagerITEM NO. 7.4

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

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**Subject:**

Discussion and possible action on a development agreement for the Stone Valley Subdivision.

Requested By: Gary Cox, Assistant City Manager

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

Funding required under this agreement would be allocated through a budget amendment from fund balance.

Attachments: Draft Agreement

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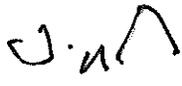
**Summary Statement:**

In 2018, City Council approved the final plats for the development known as Stone Valley and discussed possible economic incentives to be provided by the City in support of the development and additional benefits realized by the community because of improvements to the roadway, water, wastewater and drainage systems. Staff has also worked with the developer to include the construction of an off-site drainage system benefitting a neighboring subdivision as part of the development agreement. The engineering and cost estimates for the off-site drainage have recently been received and the City is in a position to finalize the development agreement and the terms, which were previously discussed with the developer.

**Recommendation:**

Motion to authorize the City Manager to enter into a Chapter 380 economic development agreement regarding the Stone Valley Subdivision and to execute all related documents.

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City Manager

ITEM NO. 7.5

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

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**Subject:**

Discussion and direction from Council regarding City Sign presentation

Requested By: Becky Sims Assistant City Secretary

Submitted By: Becky Sims, Assistant City Secretary

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

N/A

Attachments:

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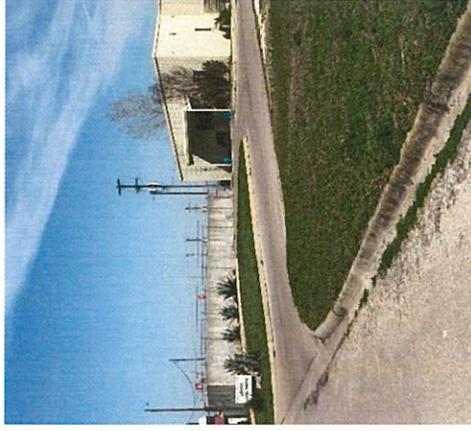
**Summary Statement:**

This item is placed on the agenda to provide Council an update on this task. Staff will utilize this inventory to assess consistency and identify signage options for Council consideration

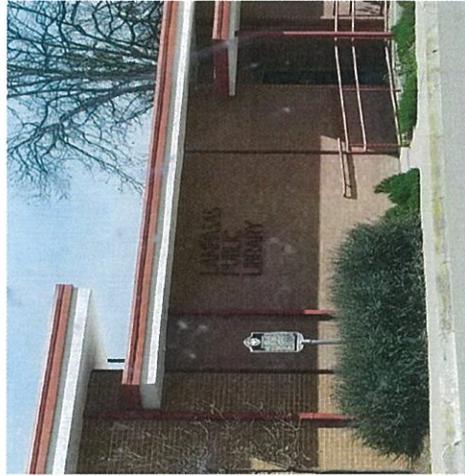
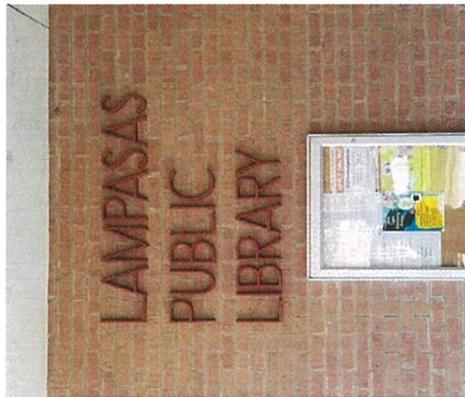
**Recommendation:**

Discussion and direction from Council

# Police Department Signs



# Library Signs



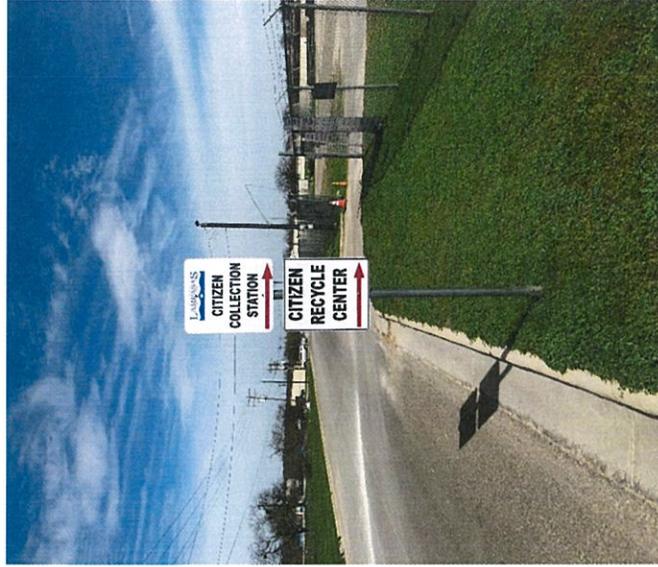
# Golf Course Signs



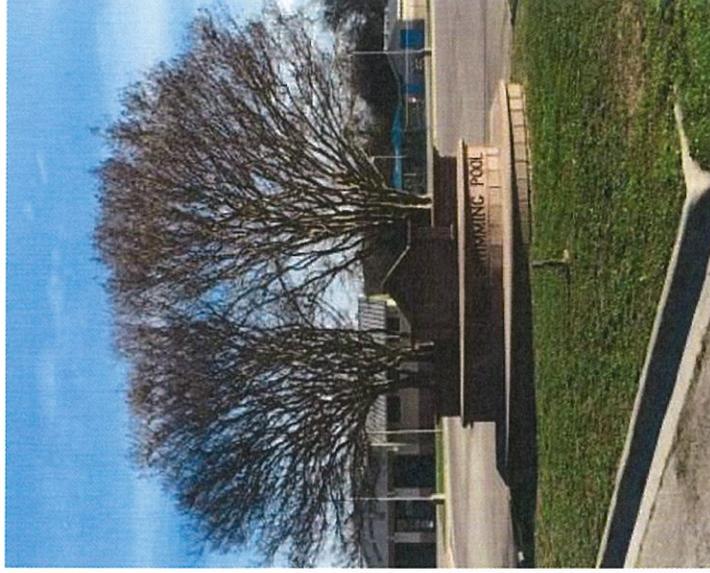
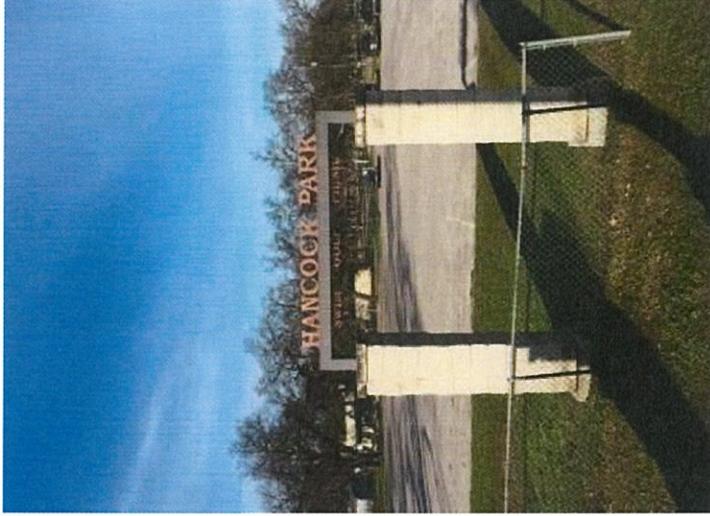
# Court Signs



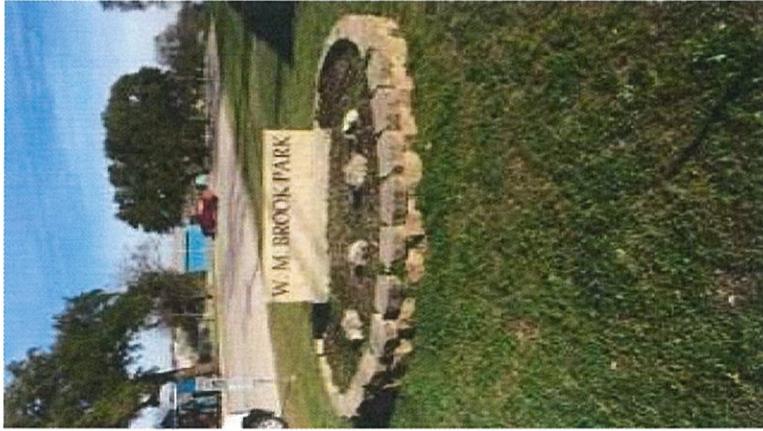
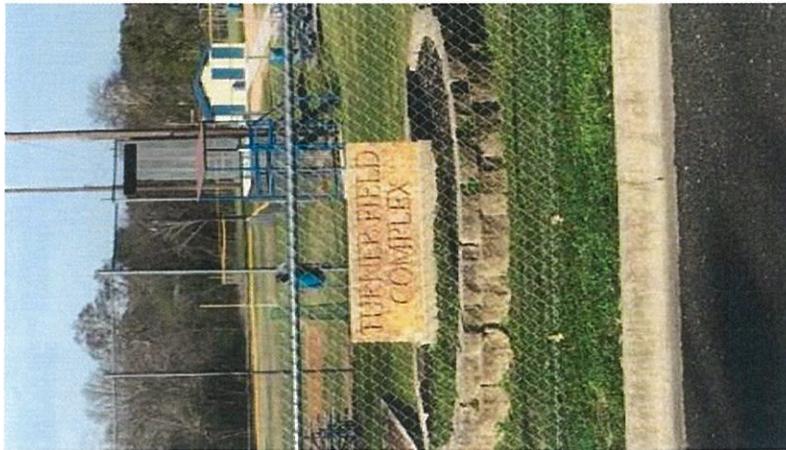
# Public Works Signs



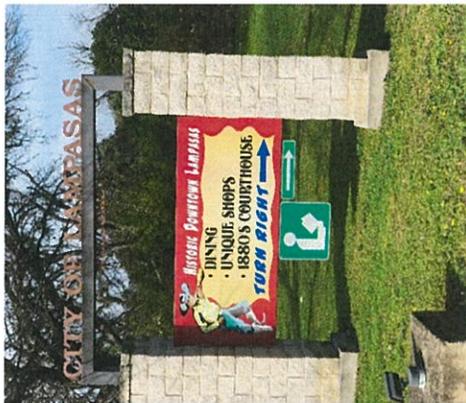
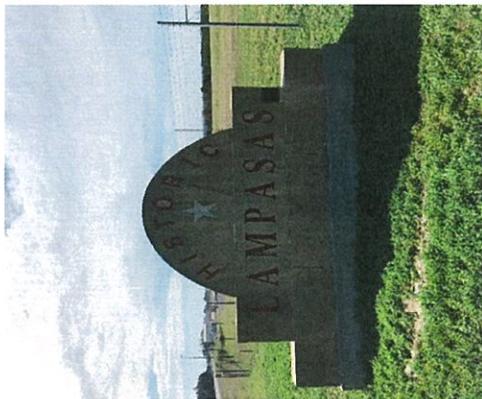
# Park Signs



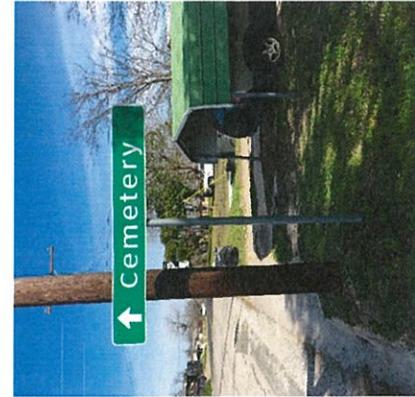
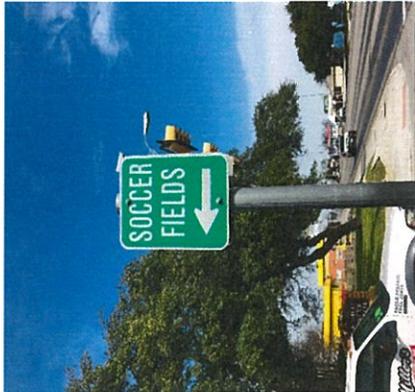
# Park Signs Cont.



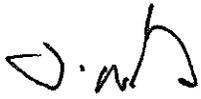
# Historic Signs



# Wayfinding Signs



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City Manager

ITEM NO. 7.6

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

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**Subject:**

Discuss and consider recommendation from LEDC and Foresite Group related to developing additional broadband capacity

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Mandy Walsh, Economic Development Director

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

N/A

Attachments:

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**Summary Statement:**

As a follow-up to the joint Economic Development Corporation and City Council meeting on March 20, 2019, this item is placed on the agenda to allow formal consideration of next steps in the possible deployment of a Fiber Optic Network

**Recommendation:**

After discussion, consideration of a motion to direct staff to pursue possible grant or loan funding to support increased broadband capacity.

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**City Manager**ITEM NO. 7.7

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

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**Subject:**

Discussion and possible action regarding 2019 Consumer Price Index (CPI), adjustment to Municipal Telecommunications Right-of-Way access line rates.

Requested By:

Submitted By:

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

N/A

Attachments:

---

---

**Summary Statement:**

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

**Recommendation:**

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



# Public Utility Commission of Texas

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

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## 2019 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

---

March 14, 2019

### **PURPOSE**

This letter is to notify you that your city's 2019 maximum access line rates have increased by 1.1120% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777).

### **DEFAULT RATES FOR 2019: NO CHANGE**

Based on the choice made by your city in April 2018, your city's 2019 rate will either be adjusted for inflation, or will remain the same as your 2018 rate. According to our records, when similar CPI adjustments were made in April 2018, you opted NOT to adjust your rates for inflation, (i.e. you chose LESS than the maximum allowable CPI-adjusted rates). Therefore, your 2019 rates will REMAIN at your 2018 level and your rates will NOT increase. You have the option to refuse this default rate and request an increase in rate by taking the action explained below.

### **ACTION BY CITY: TO REQUEST AN INCREASE**

(1) You do not have to respond if you desire to keep your 2019 rates at the 2018 levels. (2) Respond ONLY if you want an INCREASE from the 2018 rates. (3) To request an increase, notify the PUC using page 2 of this letter no later than April 30, 2019. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

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

If a city does not respond by April 30, 2019, the rates for your city will remain at the 2018 levels. The next opportunity to adjust your rates will be September 1, 2019.

### **WHAT HAPPENS NEXT?**

The PUC will notify telephone companies of your desired rates and you will be compensated accordingly no later than July 1, 2019.

### **FUTURE REVISIONS TO CPI**

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2018, you will receive a similar letter in 2020.

See over...

**City of Lampasas**

---

**SECTION 1: Your new 2019 CPI adjusted maximum rates are as follows:**

*Residential:*     \$.1.75     *Non-Residential:*     \$.3.98     *Point-to-Point:*     \$.5.98

**SECTION 2: Your default rates for 2019 are as follows and are the same as your 2018 rates.**

*Note: This is lower because you have chosen to do so previously.*

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

---

**To increase your default rates by any amount up to your 2019 maximum rates shown in SECTION 1, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in SECTION 2, no action is required.**

---

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

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

Other Comments:

---

**HOW TO RESPOND**

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

**INQUIRIES**

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

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

**CITY CONTACT INFORMATION**

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

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

**Address**

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

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City ManagerITEM NO. 7.8

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

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**Subject:**

Discussion and possible action regarding the purchase of an MPC Door Retrofit for the pump station at Hancock Park Golf Course

Requested By: Van Berry, Golf Course Manager

Submitted by: Van Berry, Golf Course Manager

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

Emergency Expenditure – \$28,817.31 Budget Amendment 26-510-5515 (Equipment)

Attachments: See Attached Quote

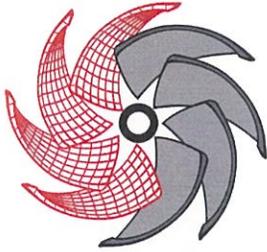
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**Summary Statement:**

There are some components on the pump station that are out; the system is shutting down on low discharge. The gauge on the discharge line is showing the correct pressure but the computer system is not recognizing the correct pressure and is causing the whole system to shut down. Our system is a Flowtronex system and was installed in 2004 by PMT Pump Services. Ric Martinez with PMT, who installed the system and is a certified technician for Flowtronex, said the components that we need are obsolete and have been for 8 years. Flowtronex has since made retrofit components that are compatible with our existing components and this is what we need for our system to work. Without this item, we are unable to water the golf course. PMT Pump Services is on Buyboard.

**Recommendation:**

Staff recommends the approval of the purchase of the MCP Door Retrofit to PMT Pump Services for the amount \$28,817.31



**P  
M  
T  
S**

# ESTIMATE

Date	Estimate #
3/20/2019	E11-01880

**Estimate Valid for 30 Days ONLY**

Name / Address
Hancock park / City of Lampasas Attn: Van Berry / GM 237 Naruna Road Lampasas, TX 76550

Pump Mechanical Technical Services, LLC  
PO Box 1566  
San Marcos, TX 78667

Terms	FOB	P.O. No.	Project
ON Receipt		Mike McCarty	MPC Door Retrofit - 0319

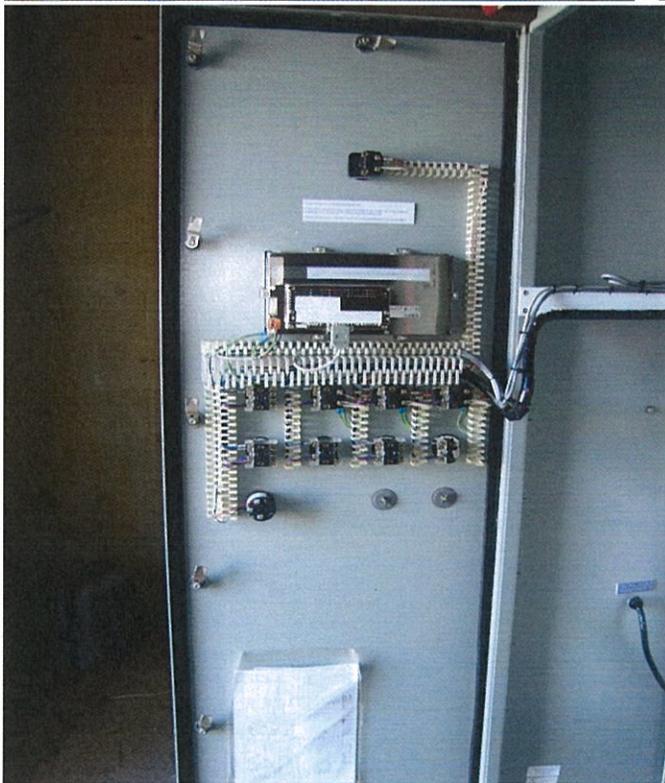
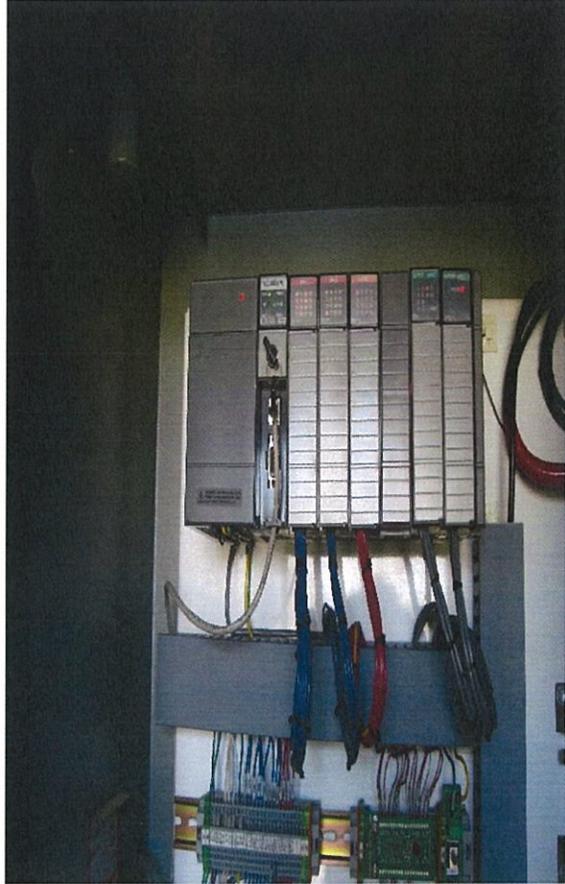
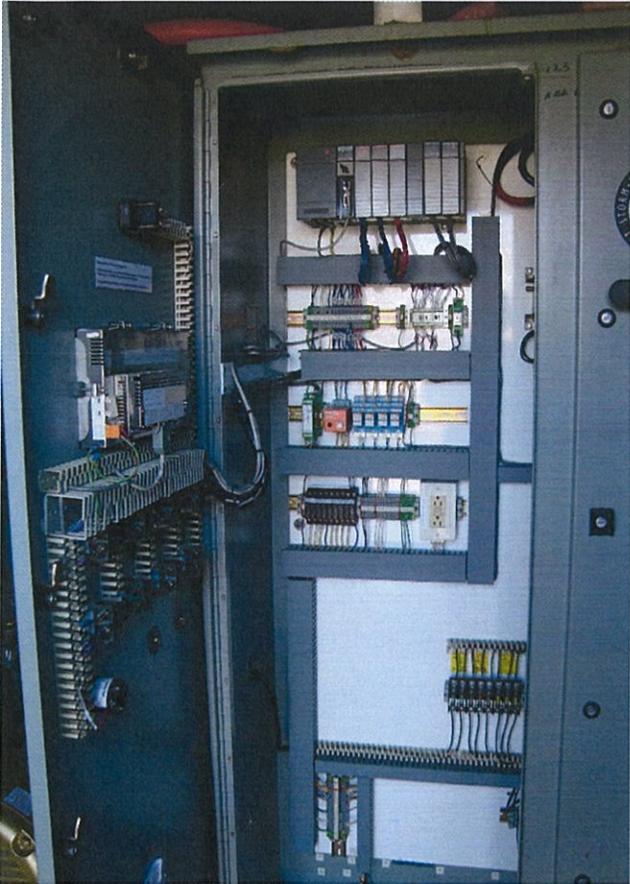
Description	Qty	Rate	Total
Travel & Labor	1	3,640.00	3,640.00T
Electrical- Misc. Fittings, wire, Seal Tite Conduit, Connectors, Hardware.	1	485.00	485.00T
Door overlay VFD Retrofit control panel, 1-PM pump 4 - pumps, station filter, inlet safety , lake level control kit.	1	21,692.31	21,692.31T
*1-YEAR PARTS AND LABOR WARRANTY INCLUDED ON ALL PARTS INSTALLED. *1-YEAR REMOTE MONITORING INCLUDED, RENEWAL REQUIRED AFTER 1ST YEAR. *PLC RETROFIT IS TO USE CUSTOMERS EXISTING STARTERS, CIRCUIT BREAKERS, VFD AND ENCLOSURE. *50% PRODUCTION DEPOSIT, 50% BALANCE DUE UPON COMPLETION. *1-2 WEEK BUILD TIME IF THERE ARE NONE IN STOCK, IF IN STOCK 3-5 DAY LEAD TIME. *****			

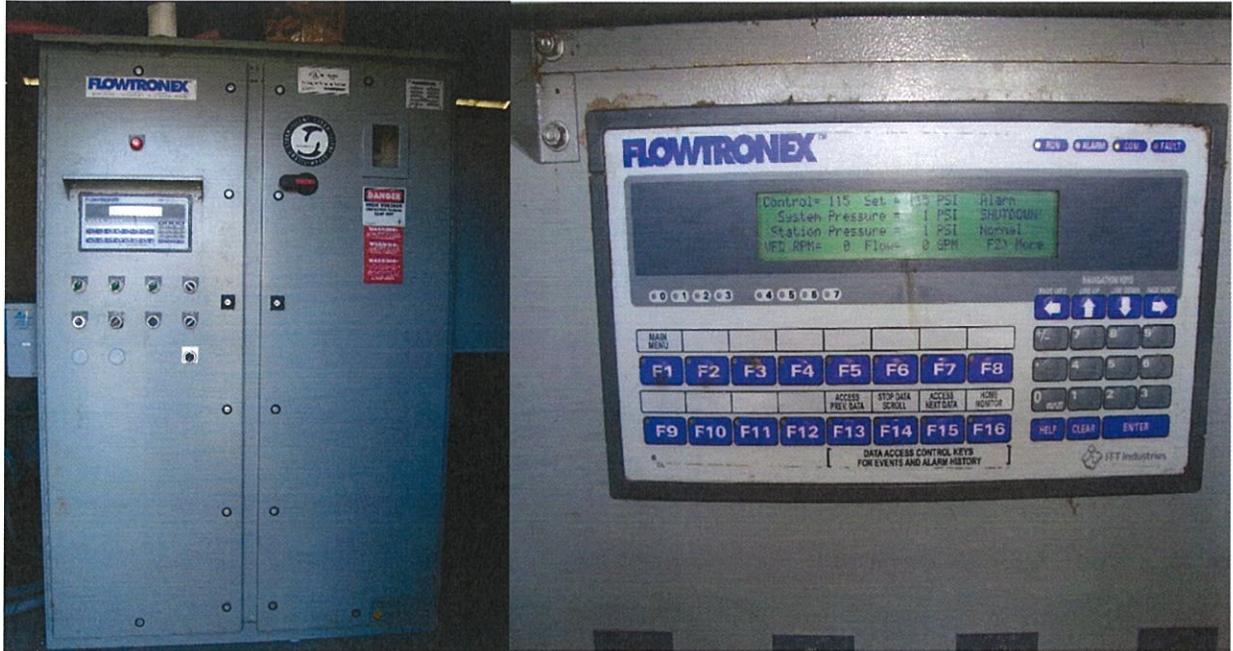
**\*\*PMTS 90 DAY LABOR WARRANTY ON WORKMANSHIP ONLY WITH VALID INSPECTION.  
 \*\*MANUFACTURER(S) PARTS ONLY WARRANTY UNLESS OTHERWISE SPECIFIED IN WRITING BY PMTS.  
 \*\*LABOR AND SEALS TO PULL AND RE-INSTALL FOR WARRANTY INSPECTIONS BY AUTHORIZED PUMP OR MOTOR SERVICE CENTER IS NOT INCLUDED.**

<i>SECURITY-Until payment is received in full, the seller retains a security interest (LIEN) in any equipment described herein, as provided by Article 9 of the UNIFORM MECHANICAL CODE (UCC1). Once payment is received in full by PMT Services, a Release of Lien (UCC3) will be provided purchaser. Customer acknowledges and agrees: Interst will be charged on all past due accounts at a rate of 1.5% per month or the highest legal rate. If necessary for PMTS to retain an attorney for collection, customer agrees to pay ALL cost of collection including court costs and attorneys fees. This or any invoice pertaining to work involved (Signed or Not) shall constitute and be an integral part of the agreement until final payment is made. To secure such payment PMT Services will retain title to any parts, materials or equipment. LIENS WILL BE FILED 10 DAYS AFTER DUE DATE.</i>	<b>Subtotal</b>	\$25,817.31
	<b>Sales Tax (0.0%)</b>	\$0.00

Fax #	E-mail	Web Site	<b>Total</b>	\$25,817.31
(830)632-5491	Angie@PMTSERVICE.COM	WWW.PMTService.com		

Signature \_\_\_\_\_







# MPC—Series

## Multi-Pump Station Controller Door Retrofit Kit

Motor Controls MPC series pump station controllers provide automated variable speed control of multi-pump applications. Boosters, Tank Fill and lift stations. Our Door Retrofit Kit may be cut into any panel saving your field installation time

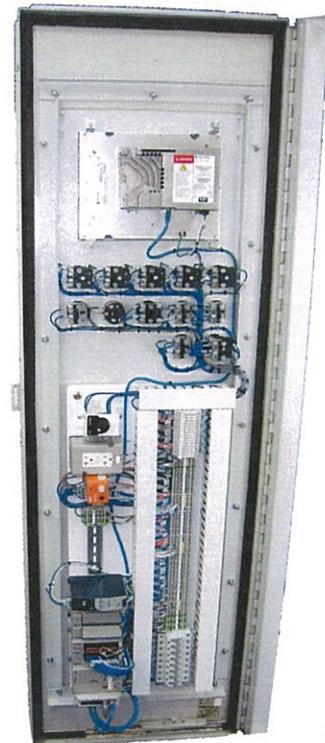


### FEATURES

- **UL LISTED** 508A
- Reinforced mounting kit makes door stronger
- AB Compact Logix Processor
- AB 10" Panel View Plus Touch Screen
- Controls mounted and tested on back of door kit
- Custom engineered to order systems

### Intelligent Pump Station Control

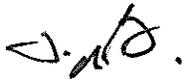
- Pressure, Flow and Level Control
- Standard configurable up to 5 pumps
- Control of auxiliary devices
- Protective Pump & Station Safeties
- Alternate pumps on least run time
- Dedicated or Shared VFD
- Ramp Start/Stop of Pumps
- Cloud based Remote Monitoring
- Cell, Radio or Satellite communication
- Tablet & smart phone remote access



1-800-735-1097 | Fax: 972-247-8991 | [www.motorcontrols.com](http://www.motorcontrols.com)



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City Manager

ITEM NO. 7.9

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

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**Subject:**

Discussion and possible action regarding the selection of a firm to provide comprehensive planning services.

Requested By: Gary Cox, Assistant City Manager

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: March 21, 2019

For the Agenda of: March 25, 2019

**Procurement and Funding Statement:**

Funding for this project (\$120,000.00) was allocated within the FY 18-19 budget.

Attachments: N/A

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**Summary Statement:**

On February 15, 2019, a request for qualifications (RFQ) was published soliciting proposals from firms for the comprehensive planning services. The deadline for submission of proposals was March 15, 2019 by 2:00 p.m. A total of four (4) firms submitted proposals prior to the deadline. A fifth proposal was received however, it was delivered after the deadline and after staff had compiled and distributed the list of eligible proposals and therefore was not considered. Proposals were received from the following firms: 1) HALFF Associates, Inc – Austin, TX 2) Design Workshop, Inc. – Austin, TX 3) PLACE Designers – Round Rock, TX 4) VERDUNITY – Dallas, TX.

A staff committee reviewed the proposals and evaluated the submissions based upon criteria set forth in the RFQ. Based upon the scoring of the submittals, staff extended invitations to the two firms, who ranked the highest, to appear at the workshop and present/discuss their proposals with Council and members of other city boards.

**Recommendation:**

Motion to authorize the City Manager to negotiate a professional services agreement with the selected firm and to execute documents related to the agreement.

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