

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, April 26, 2021
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, April 26, 2021 in the Calvert Municipal Building located at 302 E Third Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

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

1. Call to order Workshop Session
2. Discussion and updates related to COVID-19 Pandemic. *(pgs. 5-6)*
3. Discussion regarding mural on Calvert Municipal Building by Vision Lampasas. *(pgs. 7-8)*
4. Discussion regarding Livestock and Fowl in the City Limits of Lampasas. *(pgs. 9-30)*
5. Discussion and update regarding summer pool start-up and schedule. *(pgs. 31-32)*
6. Discussion regarding any item on the regular agenda
7. Adjourn into Executive Session

EXECUTIVE SESSION

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

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 including but not limited to discussion regarding potential or threatened litigation related to possible breach of contract for use of public right of way; and/or other matters posted on the regular agenda.

Adjourn Executive Session into Special Session

SPECIAL SESSION

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

Adjourn Special Session and reconvene Regular Session

REGULAR SESSION

6:00 p.m.

ANNOUNCEMENTS

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

- Municipal Clerks Week May 2-8, 2021 (*pgs. 33-34*)

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

2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on April 12, 2021	35-44

3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the second reading of an Ordinance to approve a request for a Specific Use Permit for property described as 0.160 acres, PT of Frac PT 6, Block 20, Old Town Addition commonly known as 809 East Fourth Street, Lampasas, Texas Lampasas County to allow for a Mini-Warehouse in an area zoned Commercial.	45-48
3.2	Discussion and possible action regarding the March 2021 Investment Report	49-66

4.0	BOARDS/DEPARTMENT REPORTS	PAGES
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4.1	<ol style="list-style-type: none"> 1. Golf Course Monthly Report 2. Municipal Court Monthly Report 3. City Secretary Monthly Report 4. Utility Billing and Collections Monthly Report 5. Public Works Monthly Report for Electric, Streets, Water/Wastewater 6. Police Department Monthly Report 7. Building Official Monthly Report 8. Economic Development Monthly Report 9. Fire Department Monthly Report 10. Parks and Recreation Monthly Report 11. Information Systems Monthly Report 12. Library Monthly Report 	67-98
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager's Operational Report <ul style="list-style-type: none"> • CIP • Hillside Acres • Development • AT&T Joint Use • Code Red • 580 Sports Complex • West Third Street • Care Flight • AFNA 	99-100
5.2	MAYOR'S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES
7.1	Discussion and consideration for approval of payment for the expenditure of \$75,541.58 to Motorola Solutions, Inc. for the Lampasas Public Safety Communication System Upgrade Project.	101-104
7.2	Discussion and possible action due to a request for the closure of East Second Street from Main Street to Pecan Street on July 11, 2021 from 12 Noon until 5:00 p.m.	105-106
7.3	Discussion and possible action regarding award of contract for the retaining walls at WM Brook Park- Sulphur Creek in an amount not to exceed \$33,175.00	107-110
7.4	Discuss and consider a letter provided by Eckermann Engineering regarding work on City Property, specifically the berm on Spring Ho Avenue in preparation for the construction of the new Spring Ho Building.	111-114
7.5	Presentation and acceptance of the Lampasas County Chamber of Commerce First and Second Quarter reports	115-150
7.6	Discussion and possible action regarding Lampasas County Chamber of Commerce HOT funds request for annual 10K Event in the amount of \$1,500.00	151-158
7.7	Discussion and possible action regarding Lampasas County Chamber of Commerce HOT Funds request for the Riata Rodeo in the amount of \$5,161.25.	159-166

7.8	Discussion and possible action regarding the purchase and installation of 500 Neptune AMR water meters from Core & Main in an amount not to exceed \$132,000.00.	167-176
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Adjourn

I, Becky Sims, 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 23 day of April 2021 at 12:50pm

Becky Sims
Becky Sims, City Secretary


City Manager

ITEM NO. WORKSHOP-2

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

Subject:

Discussion and updates regarding COVID-19 Pandemic

Requested By: Finley deGraffenried, City Manager

Submitted By: Jeff Smith, Fire Chief

Date Submitted: April 22, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

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

Recommendation:

Discussion, updates and direction from Council

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City ManagerITEM NO. WORKSHOP-3

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

Subject:

Discussion regarding mural on Calvert Municipal Building by Vision Lampasas.

Requested By: Finley deGraffenried, City Manager

Submitted By: Vision Lampasas

Date Submitted: April 22, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item is placed on the Workshop Agenda to provide Vision Lampasas the opportunity to discuss their ideas for a mural on the Calvert Municipal Building.

Recommendation:

Discussion, updates and direction from Council

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City Manager

ITEM NO. WORKSHOP-4

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

Subject:

Discussion regarding Livestock and Fowl in the City Limits of Lampasas.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: April 13, 2021

For the agenda of: April 26, 2021

Procurement and Funding Statement:

N/A

Attachments: City of Lampasas Ordinance Sec. 10-4 Public Nuisance and Article III. Livestock, 6 pages Livestock Ordinance Research, 11 pages from the Power Point Presentation at the Town Hall meeting on September 17, 2018,

Summary Statement:

This is placed on the workshop agenda for Staff to seek City Council direction in regards to amending the current City of Lampasas Livestock Ordinance.

Recommendation:

Discussion only.

Sec. 10-4. - Public nuisance.

No person shall permit any animal to unreasonably annoy humans, endanger the life or health of other animals or persons, or substantially interfere with the rights of citizens other than their owners, to enjoyment of life and property and such animal is declared a public nuisance animal. Public nuisance animal shall mean and include, but is not limited to, any animal that:

- (1) Is repeatedly found at large;
- (2) Damages the property of anyone other than its owner;
- (3) Molests or intimidates pedestrians or passersby;
- (4) Chases vehicles;
- (5) Excessively makes disturbing noises, including, but not limited to continued and repeated howling, barking, whining, or other utterances causing unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored;
- (6) Causes fouling of the air by odor and thereby creates unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored;
- (7) Causes unsanitary conditions in enclosures or surroundings where the animal is kept or harbored;
- (8) Is offensive or dangerous to the public health, safety, or welfare by virtue of the number and/or types of animals maintained;
- (9) Attacks other domestic animals; or
- (10) Has been found by the animal control officer, after notice to its owner and a hearing, to be a public nuisance animal by virtue of being a menace to the public health, welfare or safety.

ARTICLE III. - LIVESTOCK

Sec. 10-145. - Reserved.

Editor's note— Ord. No. 979, § 2, adopted Feb. 11, 2002, repealed § 10-145 which pertained to keeping of livestock and bore no history note.

Sec. 10-146. - Hitching or tying in public places.

It shall be unlawful for any person to hitch or tie any horse, ass, mule or cattle of any kind to any lamppost, gallery or awning post, fence or house, telegraph, telephone or electric lightpost on any street, alley, sidewalk or public ground in the city or the city limits or to leave standing on any sidewalk, or street crossing any horse, mule, ass or cattle of any kind. It shall be unlawful for any person to tether, or stake out to graze on the streets, alleys or other public place any such animal.

(Ord. No. 25, § 2, 7-9-28)

Sec. 10-147. - Running at large; impoundment.

It shall not be lawful for the owner or controller of any livestock including, but not limited to, cows, horses, mules, jacks or jennets, hogs, sheep or goats, to permit such animals to run at large, or be at large within the limits of the city. Any animal control officer shall take up and impound any such animal found by them or by any other person to be running at large. Such person shall turn over such animal to the animal control officer.

(Ord. No. 94, § 1, 5-30-38)

Sec. 10-148. - Posting of notices of impounded animals; redemption; sale; disposition of proceeds; fees.

The city shall, within three days after such animal has been impounded, post two notices, one at the courthouse and the other at the city hall, giving a description of such animal impounded and stating a day and time of impoundment and time and place of sale if not redeemed within five days from such notice. The animal control officer shall sell any animal not redeemed by the owner at public sale to the highest bidder for cash. He shall charge an amount determined by the city council and included in appendix A per head for taking up and impounding each animal, and an amount determined by the city council and included in appendix A per day shall be placed to the credit of the general fund. After deducting the expenses, he shall pay the balance of such sale, if any, to the owner. If no owner shall call for the amount within 15 days from the day of the sale, he shall pay the money into the city treasury. At any time within six months after any sale, the owner may apply to the city secretary, and, upon satisfactory proof of ownership, he shall be entitled to receive the amount deposited on account of such sale after paying such costs as may be necessarily incurred to establish his right thereto. The owner of any animal impounded may reclaim the animal from the city pound at any time before sale by paying all fees and expenses of taking up and keeping such animal. The city council shall not remit any expenses of taking up and impounding such animals.

(Ord. No. 94, § 1, 5-30-38)

Sec. 10-149. - Impoundment registry.

The animal control officer shall keep a book in which shall be given a description of all animals impounded, the date of impounding, the date of sale, the amount realized at sale, the name of the owner and the name of the purchaser.

(Ord. No. 94, § 2, 5-30-38)

Sec. 10-150. - Turning over of funds to city treasurer; monthly report.

The costs directed to be charged by the council shall be turned over by the animal control officer to the city treasurer, and a report made of such costs each month by the animal control officer to the city secretary.

(Ord. No. 94, § 3, 5-30-38)

Secs 10-151—10-175. - Reserved.

Livestock Research

September 17, 2018 at 6:00 p.m. Town Hall Meeting at the Hostess House, we discussed livestock ordinances in the City of Lampasas.

During the Town Hall meeting the one thing that I took away from it was we would absolutely want to have a regulated exception for any student that participates in a school sponsored or 4-H sponsored agricultural program or project, which livestock is a part of, where they must meet all the standards outlined in an ordinance. Such as, written proof of participation in a school-sponsored or 4-H sponsored program or project signed by the director of the project, with information about the livestock, duration of the program or project, restrictions on density of animals.

Bryan

- Livestock are considered a nuisance and if found in violation the animal control officer is given authority to impound.
- Livestock only in zoned areas (Agricultural and Residential) with not less than 6,000 square feet of ground per animals, excluding the structures not used for housing or feeding the animal.
- Structure or enclosure which livestock is kept, fed, or cared for may not be less than 100 feet from any structure used for human occupancy, except for structures belonging to the owner of the livestock.
- Swine are prohibited. No more than 2 mini-pigs are allowed on any one parcel of land with breeding, tusk restrictions, must be licensed, display license on collar or ear or microchipped.
- Fowl-enclosure must be 100 feet from any dwelling other than the occupied owner, less than 10 fowl is a distance of 50 feet. Prohibited: Roosters, ostrich, peafowl or emu allowed.
- Rabbits-no more than 10. 100 feet from any structure. Rabbit exemptions for agricultural youth project under the supervisor of the county extension agent or agricultural teacher employed by the independent school district.
- Ferrets-no more than 2 over the age of six month in any dwelling.

Burnet

- Livestock allowed with permission on private property with owner consent or occupant of property, must be enclosed in a pen, corral, barn during the nighttime, except horses used by police department
- Distance Restrictions-
200 feet any residence-pen, enclosure, corral, or barn.
600 square feet area minimum per each livestock
- Exemption: 4-H club member for a 4-H club project (exempt from distance restrictions if not more than one animal is kept for the project)

Cedar Park

- Fowl-and other livestock are allowed in 4 zoning districts (AG-Ag Exempt, RA-Rural Agricultural, ES-Estate Lots, SR-Suburban Residential).
- Fowl/Livestock pens, coops, housing must be at least 25 feet from any property line.
- In ES and SR districts
- Livestock shall be limited to one animal per acre of land,
- Livestock weighing twenty (20) pounds or less at maturity shall be contained in a ventilated or open-air cage, pen, coop, or enclosure with a minimum of three (3) square feet of covered floor space per animal;
- 15 fowl per lot or parcel including one rooster.
- Definitions of fowl and livestock vary slightly by city-Cedar Park considers Fowl and Livestock to be:

Fowl. Any birds belonging to the game fowl, land fowl (Galliformes), or waterfowl (Anseriformes) biological orders, including but not limited to poultry, chickens, guineas, laying hens, turkeys, ducks, geese, pheasants, quails, and peacocks, but not including common household birds, emus, and ostriches.

Livestock. Domesticated mammals other than dogs, cats, ferrets, gerbils, hamsters, mice, potbellied pigs, and rabbits, including but not limited to horses, cattle, mules, goats, sheep, miniature horses, and other similar animals traditionally raised in an agricultural setting. The term shall also include emus and ostriches.

Copperas Cove

- Livestock prohibited
- Exceptions-
Zoned Agricultural
Veterinary clinics or facilities or kennel for the purpose of boarding livestock
- Hens
Six (6) hens in residential zones.
Coop 20 feet from habitable structure.
Backyard requirement.
Animal Control-notice required with location of coop being 20 feet from the property
Permit fees
Rooster prohibited, except Agricultural Zones
- Registration of Livestock required

Georgetown

- Livestock are considered a nuisance if pen/enclosure is within 200 feet of a private residence or 500 feet of any public building within the city limits.
- No person may keep more than 8 hens in a residential zoning district of the City. The hens must be confined within the backyard and the coop cannot be within 20 feet of another's private residence. Written notice of hen ownership and coop location must be provided to the Animal Services Manager.
- The above restrictions do not apply to property zoned Agricultural (A) or Residential Estate (RE) or to veterinary clinics or kennels.
- Recommended to register livestock with Animal Services for return of stray livestock.
- "Wild and Exotic Animals" (including ostriches, emus, miniature pits, Vietnamese potbellied pigs.....) are prohibited with shall not apply sections.

Leander

- Hogs are prohibited, if less than 3 acres.
- Fowl, rabbits, small mammals, must remain in a coop or hatch. If fowl no more than 10 and roosters prohibited with less than 3 acres.
- May not keep livestock or fowl within 500 feet of water supply.
- Provides property/land regulations to the number of livestock allowed.
- May not keep livestock, or any pen, coop hutch or other housing less than 50 feet from any residence, excluding the residence of the person keeping or harboring the animals.
- A licensed veterinarian at the veterinarian's place of business, a riding stable/school or academy, or a sanctioned 4-H or FFA livestock project. Property zoned rural/agricultural.

Marble Falls

- Keeping hogs prohibited.
- Does not apply to:
Agricultural Use property, Annexed Property, Ag Exempt Property, Grandfathered Animals (previously on property, not within 50 feet of any water supply wells/sources, no animal for 90 days voids),
Newborns may remain with their mother for 3 months
- Inspection and approval required for most livestock and fowl
- Recognized Educational Agricultural programs, 1 animal as a club project.
- Within 50 feet of any private residence or dwelling place, no horse, cattle, sheep, goats, rabbit or other livestock or fowl are allowed, or within
- 100 feet of any building or structure that is open to the public, with exception of open park land (with regulations)
- Animals within 50 feet of any water supply well/sources

- Does not apply to Property zoned agricultural, veterinary facilities or established kennels for boarding livestock and fowl.
- Distance regulations to not apply to livestock/fowl that are being raised by members of a recognized educational agricultural program, permit no fee. Hogs require a written exemption from the City Manager with recommendation from Animal Services.
- Recognizes property that has protections placed on certain property and individuals as a result of Chapter 251 of the Texas Agriculture Code.
- Any horse, foal, or pony within the city limits shall provide enclosure of no less than 2, 000 square feet for each animal located on the controlled property of the owner of the animal so part of such enclosure is less than 250 feet from the dwelling, business office, or store of any other person.
- Inspection and approval required for horses.
- Animal enclosures subject and review of inspection by Code Enforcement officer, or Health Officer, or Fire Marshal or other representatives of the city.
- Approval for keeping of such animals may depend upon reasonable objection of adjacent property owners at any time. Exceptions due apply, Ag, and no offense.
- Registration of Livestock required with a fee set by City Council
- Rabbits-
Hutches, seven and one-half (7 ½) square feet of floor space for each grown rabbit and be of the self-cleaning type of floors of one-half (1/2) inch, or larger.
Droppings removed daily-no city disposal (sewer/sanitation facilities).
Inspection and approval of regulations shall be the same as for horses.
- Chickens-
Enclosure without disturbing neighbors with noises.
Inspection and approval required to keep chickens-same as horses.
No Commercial, no gambling of for profit.
50 feet distance from inhabited residence.
Sick or dead-no city disposal (sewer/sanitation facilities).
- Other similar animals-
Not allowed: Adult turkeys, geese, guineas, or other fowl, except poultry, fowl, and birds that are harbored in city parks.
Exception-Temporarily keeping of animals for less than 72 consecutive hours for shipment, show, marketing or butchering, provided that animals are under supervision and control at all times.

Pearland

- **Barnyard** animals are allowed.

1 acre minimum for cow, steer, bull or other ruminant, or chicken, goose or duck.
½ acre minimum for any other barnyard animal.

- Distance Restrictions-

Barnyard animal maybe kept within one hundred and fifty feet (150) feet away from any actual residence or building used for human habitation.

Distance Restriction exemption; barnyard animals on property prior to the construction within 150 feet of any actual residence or building used for human habitation. Expires if no barnyard animal is kept on the property for a continuous six (6) month period.

- Animal Density

One (1) cow, calf, steer, bull or other ruminant=5 animal units.

Sixteen (16) chickens, geese, or ducks in any combination= 1 animal unit.

One horse, mule, donkey, or other animal of the equine family=3 animal units.

One goat = 2 animal units

One lamb=2 animal units.

No more than 3 animal units are allowed per one-half (1/2) acre of land.

- Not allowed:

Hog, swine or pig,

Any pair of species or subspecies of ratites (flightless birds, ostrich, and rhea, emu, and cassowary, kiwi, together with extinct moa and elephant bird.) 12 different species of birds grouped into ratite-basically a large flightless bird.

1 rooster and has to be an acre of land

Guinea hen, Guinea fowl or peafowl, regardless of gender

- Method for measuring Distance

- Storage of food, disposal of manure (receptacles for food and manure-2x week minimum, nothing on public streets or public places.

- Bird Sanctuary City –no shooting or catching of birds (firearm, air rifle, bow and arrow, slingshot or other apparatus, trap, ensnare, regardless of age in the city limits.

Fowl-chickens only as per above, no variety or species of fowl-exception is parakeets, canaries or similar domesticated birds-full animal compliance with distance requirements.

- Future Farmers of America and 4-H Projects

Permit required, no fee that exempts from restrictions of acreage and density of animals for livestock and fowl, Basic person animal information, letter from Director.

Requires a waiver signed by all property located within one hundred and fifty (150) feet of the pen, barn, stable, or other area where animals are maintained.
Revocation of permit for violations

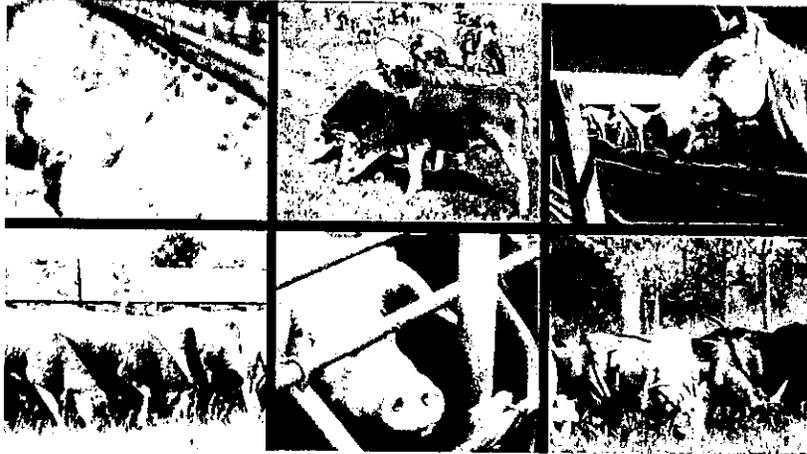
Round Rock

- Fowl, backyard residential, does not apply to Agricultural zoned.
5 fowl between 25-50 feet from any dwelling other than owners
10 fowl max, if coop is more than 50 feet from any dwelling other than owners
- Livestock (horses, cows, pigs, goats, ostriches, emus, etc.) must be kept on at least one acre.
- There shall be no more than one unit of livestock for the first acre of land. There shall be no more than one additional unit of livestock for ½ acre of land in the same parcel.
- Units of livestock are defined as:
Horses, mules, llamas and cattle one head=1 unit.
Swine one head=1/2 unit.
Sheep, goat, emu, ostrich, and rhea one head -1/5 unit.
Livestock shall not be allowed to graze or roam within 50 feet of any residence other than the owner's.

Stephenville

- 200 feet from any residence or occupied building for a horse, cow, cattle sheep, donkey, burro, llama, poultry or goat.
- 500 feet any swine from another residence or occupied building
- Shelter regulations
- Each horse, mule, donkey, burro or cow, must have a minimum space for stable and lot of one-half acre (21,780 square feet) and each additional animal of this type must be given an additional one-fourth acre.
- Minimum space for pens, coops and yards of 100 square feet (ten by ten feet) for each poultry. Each additional animal of this type must be given an additional 100 square feet (ten by ten).
- No more than two sheep and two goats or any combination of sheep or goats totaling more than two allowed. Must be kept 100 feet from any other residence or occupied building.
- Fence and gate must be strong enough to hold the animals enclosed.
- Application/Permit required through Animal Control, permit fee required.
- Animal Control has a right to inspect the applicant's property to ensure all the city standards are met before a permit is issued. The permit is valid for one year from the issue date.
- Livestock fees assessed by the City Council.
- Applications for exceptions for school-sponsored, 4-H sponsored agricultural programs or projects, with written proof of participation livestock fee is waived for the duration of the program or project. Enclosure requirements may be given an exception for goats and sheep.

LIVESTOCK



So you moved next door to the goats, cows, horses, pigs, hogs, sheep, and chickens....who knew they'd be such a nuisance?

- **As more and more people move to our wonderful community to pursue their dreams, many in search of a peaceful place to live, away from the big city, away from the sounds and smells of the big city, they choose a modest home in a subdivision that presses right up against our agricultural areas.**



As the city grows, there are more businesses and homes being built -that brings more people.

- The closer they move to areas that have animals. Places that have had animals often for longer than any of us have lived in Lampasas, we get complaints. **It stinks, domestic animals that do not live neighborly with livestock animals, vice-versa, livestock is noisy and.....did I mention it stinks.**



DEALING WITH THE ISSUES IN MOST CITIES

- Municipal Codes including zoning ordinances, animal control ordinances, and public health ordinances provide us guidance on whether, where, and how all sorts of animals including livestock can be kept in the city.



COMPLAINTS REGARDING LIVESTOCK IN LAMPASAS

Are dealt with as Chapter 10-ANIMALS

Public Nuisance Violations Section 10-4

- *No person shall permit "any animal" to unreasonably annoy humans, endanger the life or health of other animals or persons, or substantially interfere with the rights of citizens other than their owners, to enjoyment of life and property and such animal is declared a public nuisance animal. Public nuisance animal shall mean and include, but is not limited to, any animal that,*

City Ordinance Chapter 10 Animals

- (1) Is repeatedly found at large;
- (2) Damages the property of anyone other than its owner;
- (3) Molests or intimidates pedestrians or passersby;
- (4) Chases vehicles;
- (5) Excessively makes disturbing noises, including, but not limited to continued and repeated howling, barking, whining, or other utterances causing annoyance, disturbances, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored;

City Ordinance Chapter 10

- (6) Causes **fouling of the air by odor** and thereby creates unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept, or harbored;
- (7) **Causes unsanitary conditions** in enclosures or surroundings where the animal is kept or harbored;
- (8) Is **offensive or dangerous to the public health, safety, or welfare by virtue of the number and/or types of animals maintained**;
- (9) **Attacks other domestic animals**; or
- (10) **Has been found by the animal control officer, after notice to its owner and a hearing to be a public nuisance animal by virtue of being a menace to the public health, welfare or safety.**

Chapter 10 Animals

Section: 10-7 Noisy Animal Prohibited

- It shall be unlawful for any person to stable or keep any animal, including dogs, in the city limits in such manner that such animal by stamping, kicking, braying, bleating, barking, yelping, neighing, crowing, or **making any other utterance or disturbance creates such a noise as shall be a disturbance to those living in the vicinity.**

Section 10-8 General Sanitation Requirements—Must remain sanitary

- All pens, enclosures and fenced yards for animals or fowl within the city shall be maintained and kept in such a condition as not to become unsanitary, offensive or disagreeable to persons residing in the vicinity thereof. **Such premises shall not be maintained or kept to permit the breeding of flies or in any manner cause injury to the health and comfort of the public or any person working or residing in the vicinity of such pens or enclosures.** All pens and enclosures shall be cleaned and the manure or refuse from such pens or enclosures shall be promptly removed from the vicinity after each cleaning.
- **Section 10-10 Animals on City Sports Fields.** No animal, domestic or nondomestic, which includes but is not limited to dogs, cats, and livestock, shall be permitted on the city sports playing fields or surrounding premises during organized activities except for special events, as approved by the City.

City Ordinances

- **Section 10-146** Hitching or tying in public places.
- **Section 10-147** Running at Large-Impoundment.
- It shall not be lawful for the owner or controller of any livestock including, but not limited to cows, horses, mules, jacks or jennets, hogs, sheep or goats, **to permit such animals to run at large, or be at large within the limits of the city.** Any animal control officer shall take up and impound any found by them or by any person to be running at large. Such person shall turn over animal to the animal control officer.
- **Section 10-176** Exotic or Vicious Animal-Permit required.
- **Chapter 34 Environment:** Article II. Elimination of Stagnant water, Filth, Carrion, Junk, Garbage, Brush, Weeds, and other Nuisances.

Agricultural District -AG

- **AG classification—Agricultural Zones**
- Territory that has been **newly annexed** into the City is given the AG classification until it is assigned another more permanent zoning district.
- Allowed uses, Farms, barns, nurseries, greenhouses or gardens **on parcels five (5) acres or larger.**
- AG exemptions.
- **No ordinance against a goats, chickens, cows, pigs, etc. for smaller areas of land.**

We limits our dogs and cats! Chapter 10 Animals Sec: 10-37

Limitation on number of animals.

It is unlawful and a violation of this chapter for any person to keep, harbor or have in their custody **more than four dogs or cats or combination thereof**. Licensed veterinary hospitals and kennels and humane societies which are permitted in the zoning regulations are exempt from this limitation of the number of animals.

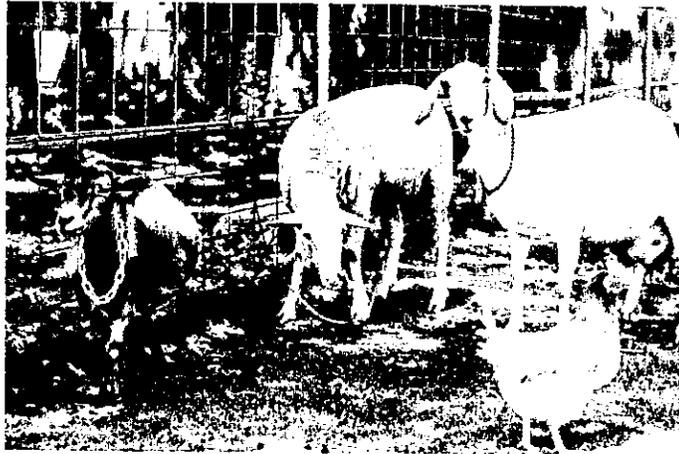


We don't limit our livestock.

- ***OTHER THAN: In Nuisance Section Chapter 10 Sec:10-4 (8) If it is an offensive or dangerous to the public health, safety, or welfare by virtue of the number and/or types of animals maintained.***



You can have almost as many as you want of almost any kind you want.



...AND your neighbor gets no sleep due to the animal sounds!

- The goats, cows, pigs, and donkeys kept their dogs and cats up all night long-they get no sleep. The rooster crowed way before sunrise. They give in and take their coffee out to drink or go for a run and they get the strong smell of manure, and it hits them, they don't like livestock.



We receive the complaint.

- If we receive a livestock complaint, we talk with the owner and/or send a certified letter of their violation.
- 1. Even if there isn't a violation we talk to them about the complaint.
- 2. **Compliance**
- 3. **Issuance of Citation—Lampasas Municipal Court**
- 4. In some cases, repeat offenders, we are able to remove the animals with an order from the Judge.
- **They either Comply or the Court resolves the case. It's a process!**
- We aren't discussing any aspects of Animal Abuse or Cruelty.

Soon after, we seem to start the process over again.

You're frustrated, think we're lazy, the animal owner thinks we are harassing them, the animal snickers because it knows...we have to follow the process of doing the work over and over again....



ALL ALONG- RIGHT TO FARM

- Farmers have a basic “**right to farm**” without fear of lawsuits brought on by offended neighbors. The “Right to Farm” statute was enacted in Texas in 1981. **Specifically, the statute limits the circumstances in which an agricultural operation may be considered a nuisance.**
- The law applies to “all agricultural operations.” Agricultural operations include: cultivating the soil, producing crops for human food, animal feed, planting seed, or fiber; floriculture, viticulture, horticulture, silviculture, wildlife management, **raising livestock or poultry**; and planting crops **or leaving land idle for participation in government programs as part of crop or livestock rotation.**

Basic, Tex. Ag Code Ann 251.001 to 251.006

- It is the policy of Texas to conserve, protect, and encourage the development and improvement of its agricultural land for the production of food and other agricultural products.
- It is the purpose of the Agriculture Code to reduce the loss to the state of its agricultural resources by limiting the circumstances under which agricultural operations may be regulated or considered to be a nuisance.

***No nuisance action may be brought against an agricultural operation that has lawfully been in operation for one year or more prior to the date on which the action is brought.**

(1) It does not impede the authority of this state to protect the health, safety, and welfare or the authority of a municipality to enforce state law, (2) nor does it affect or defeat the right of any person to recover for injuries or damages sustained because of violation of federal, state, or local statute or governmental requirements.

Things to Ponder

- Many Rural communities facing the same growth issues ban or have banned livestock by ordinances and many are now having to re-write their ordinances due to the Right to Farm and for Urban Farms.
- A few cities that have ordinances allowing livestock with limitations are:
 - Austin
 - Brenham
 - Bastrop
 - Liberty Hill

Things to Ponder

- **Ordinances are written with a blend of rural and urban in mind.**
They may,
 - limit livestock- like we do our cats and our dogs;
 - limit the number of livestock by size of land, less in the more urban setting;
 - assign an area of range for the animals away from others;
- Example, fowl are required to be confined within an enclosed pen, located 25/ 50 feet, or more from any building or dwelling occupied by any person, the number of fowl is limited. Roosters are very limited.
- Give feet restrictions -from schools, churches, public buildings;

Things to Ponder

- Permits, Inspections for Urban Farms—make sure you have the space for what you want.
- Define Pet vs. Livestock (Pot Belly pigs, Goats, etc.). What number takes them from being pets to being considered livestock?
- Establish what actually constitutes **health, safety, and welfare concerns**. **Decaying animals, poor cleaning, slaughtering not cleaned, what constitutes over-crowding?**
- Good convictions that do not violate someone's right to farm.

Allowances, Permits, and Exemptions

- Allowances-Permits for Special Purposes.
- Allowances-Exemptions for Youth Projects.



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City Manager

ITEM NO. WORKSHOP-5

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

Subject:

Discussion and update regarding summer pool start-up and schedule

Requested By: Chris Eicher, Parks Director

Submitted By: Chris Eicher, Parks Director

Date Submitted: April 22, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

This item has been placed on the Workshop agenda to provide Council with an update on proposed swimming pool schedules, anticipated opening day and lifeguard applications.

Recommendation:

Discussion, updates and direction from Council

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Proclamation

Municipal Clerks Week

May 2-8, 2021

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

*Now, Therefore, I, **Misti Talbert**, Mayor of Lampasas, do recognize the week of May 2 through May 8, 2021, as Municipal Clerks Week, and further extend appreciation to our Texas Registered Municipal Clerk, **Becky Sims** and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

Dated this 26th day of April, 2021.

Mayor Misti Talbert

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, April 12, 2021
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

ITEM 2.1

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

Council Members present:

Mayor Pro Tem TJ Monroe
Delana Toups
Bob Goodart
Randy Clark
Cathy Kuehne
Chuck Williamson

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary/Zoning Administrator
Sammy Bailey, Police Chief
Jeffry Smith, Fire Chief
Yvonne Moreno, Finance Director
Van Berry, Golf Course Manager
Mandy Walsh, Economic Development Director (workshop only)

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

1. Call to order Workshop Session

Mayor Talbert called the Workshop Session to order at 5:30 p.m. She advised the public that the meeting would be streamed as long as the internet remained stable.

2. Discussion and updates related to COVID-19 Pandemic.

Chief Smith provided the following information for Lampasas County as of April 12, 2021

- Active Cases- 17
- Total Fatalities- 30
- Hospitalizations- 1
- 4,324 Lampasas County residents have received at least one dose of vaccine
- 2,667 Lampasas County residents have been fully vaccinated.
- Walmart now has the ability to administer vaccines.
 - Must sign up online to schedule an appointment
 - Call 512-556-6333 to be added to the list-when a time opens you must be able to report within 20 minutes.
- Cattles Pharmacy has the ability to administer vaccines
 - No online scheduling
 - Call 512-556-5141 to schedule an appointment
 - Administering between 40-100 vaccines a week

3. Discussion and presentation of the Winter Storm After Action Report.

Council Minutes April 12, 2021

Chief Smith presented the following highlights from the report to Council:

Scope of Incident

State Disaster Declaration for all 254 Texas Counties

8 days, February 11 to 18, temperatures did not get above freezing

3 nights in single digits, including low of -1° on February 16

Roads generally snow-packed from February 14 to February 18

Electric Grid Impacts South Padre Island to Amarillo

70 + Hours of Rolling Black-outs with Generation Deficit Peaks of 19,500 MW

What did we expect to happen?

Our initial expectation was extreme cold temperatures that would potentially impact older homes and older residents within the city. We also expected to see road conditions that had a moderate impact on normal traffic flow. As we drew closer to the event it became evident that the extended time frame of temperatures below freezing and even colder than projected temperatures would impact the entire city. We were informed by ERCOT that the demand for electricity would create “rolling outages” and that grids would be cycled off and on to shed load in hopes of reestablishing balance.

Lampasas Police Department

Areas of Improvement

Incident Response- Continue to train, especially as an Emergency Operations Center. We will continue to look at a variety of natural disasters and situations to see how to approach them differently and be better prepared. This was a situation that many of us have never encountered, especially with winter weather and electric outages impacting the entire State of Texas. Due to this, some resources were unable to be provided to our community due to roadways, electrical and water outages. We saw rolling blackouts and electric grids shut down that were completely out of our control, causing larger problems with lack of heat, electric, and water. This event forced not only us but our entire community to adapt to the conditions as they came at us, as best as we could, helping one another as we did. Overall, all departments of the City of Lampasas and the citizens did very well during this event.

- Public Notification- LPD has provided Code Red registration via social media and at numerous public events and programs; however, we need more to register. Public Education should provide information on how Code Red can help the public prepare and respond during incidents of this nature. Early notification with information on potential incidents, will improve the safety of our citizens. The LPD will continue to provide information to the public by way of Code Red, local media sources and social media. The LPD will also use other resources such as nursing homes, assisted living centers, schools, senior center, etc., as a secondary source to disseminate information.
- Animal Shelter Power- During the electrical outage the heaters did not operate at the Animal Shelter. The immediate remedy to this issue was provide plenty of blankets and food to animals to keep them warm during these times. There are two potential solutions to alleviate this issue. A backup generator at the Water/Wastewater plant could provide emergency power to this location if necessary. The Electric Department is also looking at building more switches into the electrical grid for the City of Lampasas.
- Response and Navigation of Roads- We found that we may need four-wheel drive fleet vehicles for extreme weather conditions. Our current fleet of vehicles without four-wheel drive did not function well with the ice and snow. We did find that those vehicles without four-wheel drive did function well for slow flat road driving to take items to residents and areas of need and our all-wheel vehicles were better for emergency conditions.

Economic Development

What went well and why?

- Communication- Businesses were pleased overall with the communication from the city. There was an adequate amount of information being pushed out to allow for planning on their part.
- Roads- Businesses were pleased overall with the road conditions within the city. Business owners commented that roads inside the city limits were well maintained and provided safe travel for employees and delivery trucks.

What can we improve upon and how?

- Businesses relied on communication from the City regarding power disruption. When outages were not as planned, it left local merchants and manufacturers without the ability to make plans for their operations. There are several possible resolutions for this issue, and most will require an investment in dialogue with LCRA and time. The city is also looking at ways to improve our electric grid so that we are able to be more definitive in how smaller areas are controlled. This would hopefully allow us to determine how load is shed during other events of this nature.

Fire Department

What can be improved and how?

- The backup generator at the fire station runs once a week. This allows personnel to know that the generator will cycle during a loss of electricity. During the incident the backup generator failed after several days of use. There were several issues that led to this failure. The generator has been repaired and an annual contract has been established to provide maintenance for this.
- As mentioned above, our frontline Command Vehicle is not equipped with 4WD. This essentially took one piece of equipment out of service. Future purchases of all staff vehicles should include 4WD.

Emergency Management

What can be improved and how?

- While communication with citizenry was very effective via website, social media and Code Red, there was still a considerable percentage of residents who were not reached. During the public forum it was identified that many residents are not aware of Code Red or follow any type of social media. Efforts will be increased to meet with residents and sign them up for Code Red. We also need to research other ways that these residents can be contacted in a rapid manner to update them on rapidly occurring situations.
- Deliveries of supplies to local merchants was very limited due to the inability to navigate roadways across the state. This includes fuel for vehicles and food and water for grocery stores. Due to the duration of this event and the lack of power, many places of business were not able to open and operate even in a limited capacity. Some restaurants had no electricity but had food to prepare, others had no food but had electricity. If future events of this nature occur, we will work with different businesses to maximize the ability to prepare meals as needed.

Mayor Talbert inquired if the County prepared an after-storm report. Chief Smith advised that he was not aware of any reporting; however, he did work with Angela Rainwater, County Emergency Response Coordinator during the event. Council member Williamson advised based on his experience with the CERT Team that a meeting needs to be set up with the County Judge to identify responsibilities and whom will be accountable for what.

Council member Williamson advised the CERT Team, when it was active, had cots and blankets. Chief Smith advised cots and blankets were made available and used during the event. He was aware of about 50, some in storage at the County Courthouse, City Park Building and a few were loaned to Lometa during the storm.

Mayor Talbert emphasized the importance of the County and City working equally during events much like we experienced in February. Chief Smith commented that there is a chain of command; the City reports to the

County and the County will report to the Disaster District and as warranted the event will be escalated to the State.

Finley deGraffenried, City Manager provided the Public Works update. Staff worked overnight to treat roads and manage outages. One area for growth is training and technology. Education is one area that we would like to focus on going forward. How to conserve and utilize electricity during events similar to what the City experienced in February.

4. Discussion regarding Governance Policy

Becky Sims, City Secretary discussed the proposed changes and amendments to the policy with the following areas of focus:

Council Orientation

- Open Meetings
- Public Information Act
- TML Newly Elected Officials Seminar
- TML Training/Webinars
- Roberts Rules of Order
- Home Rule Charter

Board Liaison for Advisory Boards

Deadline for Council Agenda items

Timeline for providing Council with Tentative Agenda

Advisory Board Term Limits

- Tenured council members highly recommend the TML Newly Elected Officials Seminar
- Recommend Annual Refresher Training be added to the Council Work Plan

Council Orientation Training Plan will be provided at a later Council Meeting for Council consideration.

5. Discussion regarding FY 2022 Budget.

Mr. deGraffenried provided some brief comments as we get started with the 2021/2022 FY Budget. At the end of April 2021 year end projections will be reviewed. In the past we have been able to take advantage of the year end surplus. This year will be a little different with the unknowns from various events during FY 2020/2021; such as, COVID Impacts, CARES Act Funding, Sales Tax, Winter Storm Event, impacts to ancillary services, Third Street rebuild, etc.

Staff will move forward as in the past with assumptions, minimal impact to Citizens, Tax Rate etc. A Balanced Budget will be presented to Council. Special meetings will be scheduled to discuss the details of Department Budgets. Staff is also open to specific areas of interest that Council may want to hone in, in the past Water Rates, Employment/Staff Opportunities, Parks etc. have been areas of interest. During the FY 2021 Staff will have to consider implementation of items identified in the Comprehensive Plan, areas of improvement identified in the Pre-Treatment, Pressure Plan and Interceptor studies among other items. Initial roll out will be June/July timeframe, same as in the past. Capital Improvement Program Committee (CIP) have begun the review and recommendation process relating to Capital Projects. They are to be commended for their commitment. Yvonne Moreno, Finance Director spends many hours preparing the budget and does a tremendous job.

Mayor Talbert highly recommends that the new candidates for Council learn and study the budget. It is one of the most important responsibilities and a huge undertaking. It would be a disservice to the citizens who voted for you to not be prepared.

6. Discussion regarding any item on the regular agenda

7. Adjourn Workshop Session

Mayor Pro Tem Monroe moved to adjourn workshop at 6:10 p.m.; Council member Toups seconded the motion and with a unanimous vote, the motion carried

Council took at 5-minute break prior to Regular Session

REGULAR SESSION

6:00 p.m.

ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the Regular Session to order at 6:16 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

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

Janet Crozier advised Council that there is a County Building that does not have ADA accessible door where the Community Garden Committee meets. They access the meeting room through the rear door of the County Annex Building; there is a ramp; however, the door is too heavy for the committee member to open in a wheelchair. Judge Hoyer referred Mrs. Crozier to the City.

Joe Corcoran and Diana Hodges advised Council of the Atlas 4000 event that will be in Lampasas June 4-6, 2021. On June 5 they will visit Stoneledge Winery. They anticipate anywhere from 350-600 cyclist and guests. This is down from the 1000 they normally host during this event. Diana Hodges is trying to secure the Bozarth Fowler Gym or the Old Middle School Cafeteria for the cyclists. All participants will be vaccinated prior to ride since they will be traveling across many states. There is an opportunity for them to finish the ride in Lampasas as well; since they will not be able to go to Anchorage, Alaska due to restrictions.

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

1.3	Public hearing to receive citizen comments regarding a request for a Specific Use Permit for property described as 0.160 acres, PT of Frac PT6, Block 20, Old Town Addition commonly known as 809 East Fourth Street, Lampasas, Texas Lampasas County to allow for a Mini-Warehouse in an area zoned Commercial.
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Becky Sims, City Secretary advised of the following:

- The applicant is requesting a Specific Use Permit (SUP) to allow for a Mini-Warehouse in an area zoned Commercial.

- The property is currently zoned Commercial the area surrounding the property is zoned Commercial, Light Industrial and Central Business District.
- The building is substandard.
- This use would allow the building to be rehabilitated.
- Staff mailed twenty (20) notices to property owners within 200 feet of the applicant's property, and to date have received one in protest and none in favor of the request.
- This use does align with the Comprehensive Plan. The East Fourth Street Corridor is identified as a mixed-use area. The rehabilitation and connectivity to the downtown area would compliment the goals and vision.
- This item was heard before the Planning Commission on April 1, 2021 and they were in favor of the request.

Council member Kuehne and Mayor Pro-Tem Monroe questioned if the building is substandard; would it be demolished and a new building be built. Mrs. Sims advised no that the standards for a dwelling are different than that for a commercial mini-warehouse. The developer would be able to use the existing building and bring it up to code. The building plans would be provided and reviewed upon approval of the Specific Use Permit.

With no additional comments the Public Hearing was closed.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on March 22, 2021.

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

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from March 1 through March 31, 2021.
3.2	Discussion and possible action regarding the February 2021 Investment Report
3.3	Discussion and possible action regarding the second reading of an Ordinance amending Appendix A (Fee Schedule) of the City of Lampasas, Texas Code of Ordinances, Chapter 62, Solid Waste, Article III; Billing Rates and Fees related to the collection of Solid Waste; providing for severability and repealer clauses; and providing an effective date.
3.4	Discussion and possible action regarding the second reading of an Ordinance adopting the Comprehensive Plan for the City of Lampasas. Including Staff, Planning Commission and Council provided edits, if any and accompanying maps, providing for severability and repealer clauses; effective date and proper notice and meeting.

Council member Kuehne moved to approve the consent agenda as presented, the motion was seconded by Council member Toups, and with a unanimous vote the motion carried.

4.0	BOARDS/DEPARTMENT REPORTS
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There were no board reports

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

Comp Plan	Staff have reviewed final edits, previously provided to Council, with the City’s consultants. Edits are related primarily to Chapter 5 – Goals and Objectives, and Chapter 6 – Implementation. Staff did provide some additional, non-substantive edits and corrections for the entire document as well. Staff will review the text one additional time before final bound copies of the Plan are available, likely by May.
CIP	The Capital Improvement Program Committee met on April 1 at the new Water/Wastewater Shop and Lab. The Committee toured the facility and reviewed monitoring and SCADA capabilities of the system. In addition to the obvious focus on the plant and related facilities, the Committee also reviewed Priority Definitions and Funding Statement, as well as, heard a report from the Reliance Architecture tour of the Hostess House and Colored School. The Committee tentatively plans to meet on April 22 at the Colored School and New Hope Baptist Church.
CTWSC	Council should have received notification of the setting of oral arguments in the Central Texas Water Supply Corporation v Kempner Water Supply Corporation and City of Lampasas Court of Appeals case. Arguments are scheduled to be heard, by Zoom, on May 20 at 9:00 a.m. The digital format does provide a unique opportunity for Council, or other interested parties, to observe proceedings on the Court’s You Tube channel. Although scheduled to start at 9:00, the Court will likely take up a number of cases that morning, so plan for delays.
Campbell Park	Technicians from Langerman, Foster Consulting Engineers met with City staff last week to confirm locations for investigative bores. At that time, they indicated bores would be scheduled for the week of April 11, with the report to follow. As a reminder, staff did confirm the number and depth of bores related to the facilities and loads.
Restrooms	Chris Eicher reports that all Park restrooms are open for use after repairs have been made due to the winter storm event. Some additional work will be necessary to complete repairs, however; the public will have access. Out of stock parts and back-flow preventers, combined with the high demand for plumbers since the winter storm resulted in delays.
LCRA	The LCRA Step Forward program was in Lampasas today to mulch playgrounds and lay sod. Improvements and maintenance will be conducted primarily at WM Brook Parks in and around the playground and restrooms. Volunteers from LCRA staff have been assisting member Cities and Co-ops for the past 6 years as a way to improve local facilities and provide public service.
Eclipse	Council may have heard of the upcoming total eclipse of the sun in Lampasas April 8, 2024. Lampasas will be in the Central Line of the Total Eclipse, which is the bull’s eye for duration and darkness. Lampasas should expect worldwide visitors, with many rv campgrounds and hotels already booked. Staff understands a local organizing group is being formed to plan programs and events related to the eclipse.
Staff	Staff would like to take the opportunity to recognize employees that began their City of Lampasas careers in the month of April: Kyle Harrison, 2 years; Nick Geagley, 3 years; Dan Waters, 18 years; Steve Sheldon, 18 years; John Grantland, 12 years; Michael White, 12 years; and Renae Gromatzky, 8 years.

5.2	MAYOR’S COMMENTS
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Mayor Talbert solicited feedback form Council on all members returning to the dais. Council seemed comfortable with returning to the dais. Beginning with the April 26, 2021 meeting all members will sit at the dais.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAMPASAS, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE. OFFICE OF RURAL AFFAIRS FOR THE COMMUNITY DEVELOPMENT FUND; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

Becky Sims, City Secretary advised Council that the Resolution authorizes the submission of the TXCDBG program application process for infrastructure improvements to be determined in the amount of \$350,000.00 of grant funds with the City of Lampasas commitment in the amount of \$52,500.00 as a contribution towards the infrastructure system improvement project.

Council member Clark moved to approve the Resolution, the motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.2	Discussion and possible action to approve, deny or approve with modifications a request for a Specific Use Permit for property described as 0.160 acres, PT of Frac PT 6, Block 20, Old Town Addition commonly known as 809 East Fourth Street, Lampasas, Texas Lampasas County to allow for a Mini-Warehouse in an area zoned Commercial.
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Council member Toups moved to approve the request, the motion was seconded by Mayor Pro Tem Monroe, with a nay from Council member Kuehne, the motion carried.

7.3	Discussion and possible action to approve, deny or approve with modifications the Final Plat of Hillside Acres.
-----	---

Without objection Mayor Talbert moved to item 7.6.

Council member Clark moved to deny the Final Plat; with no second the motion failed.

Mayor Pro-Tem Monroe moved to conditionally approve the Final Plat of Hillside Acres pending approval, by counsel, the Letter of Credit; Council member Kuehne seconded the motion, with Council member Clark opposing; the motion carried.

7.4	Discussion and possible selection of website photo contest winner
-----	---

For the month of March, there were two entries submitted. Council member Kuehne moved to approve entry 2 "Tuesday Night Training at Sunset", Mayor Pro Tem Monroe seconded the motion and with a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the appointment to the Capital Improvement Program Committee (CIP) to replace Al Brittain
-----	--

Council member Williamson moved to appoint Herb Pearce to the Capital Improvement Program Committee (CIP); the motion as seconded by Council member Kuehne and with a unanimous vote; the motion carried.

7.6	Discuss and consider an alternative form of guarantee for the Hillside Acre Subdivision for the installation of Public Infrastructure
-----	---

Mr. deGraffenried addressed Council regarding this item. As a result of the ongoing discussion of the Development Agreement; the Developer requested a Letter of Credit in lieu of a Performance Bond. An alternative letter of guarantee must be approved by City Council. The example Letter of Credit is something that is used customarily for developments in the City of Burnet. In reviewing the example; the LOC is good for one year with a one-year renewal. Sue Ann Parsons, Bank of Burnet VP can present to the board an option for an additional renewal with clear terms on what the City is needing to accept the Letter of Credit.

Council member Clark moved to deny the alternative method of credit; Council member Williamson seconded the motion; ayes Clark, Williamson and Goodart; nays Toups, Talbert, Kuehne and Monroe; the motion failed.

Council member Toups moved to conditionally approve the Letter of Credit as an alternative method of guarantee based on the Bank of Burnet approving an automatic renewal until infrastructure is complete and approved by the City Attorney; the motion was seconded by Council member Kuehne; ayes: Monroe, Talbert, Kuehne & Toups; nays: Williamson, Goodart and Clark; the motion carried.

7.7	Discussion and possible action regarding acceptance of FY 2019-2020 Financial Audit.
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Mayor Pro-Tem Monroe moved to accept the FY 2019-2020 Financial Audit; the motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

Adjourn- Mayor Pro Tem Monroe moved to adjourn the meeting at 7:06 p.m., the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

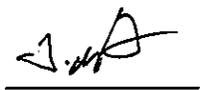
PASSED AND APPROVED this _____ day of _____, 2021.

Misti Talbert, Mayor

ATTEST:

Becky Sims, City Secretary

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City Manager

ITEM NO. 3.1

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

Subject:

Discussion and possible action to approve, deny or approve with modifications the second reading of an Ordinance for a Specific Use Permit for property described as 0.160 acres, PT of Frac PT 6, Block 20, Old Town Addition commonly known as 809 East Fourth Street, Lampasas, Texas Lampasas County to allow for a Mini-Warehouse in an area zoned Commercial.

Requested By: Becky Sims, Zoning Administrator

Submitted By: Becky Sims, Zoning Administrator

Date Submitted: April 7, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

Attachments:

Summary Statement:

This is the second reading of an Ordinance

Recommendation:

To consider a motion to approve, deny or approve with modifications the second reading of an Ordinance for a Specific Use Permit for property located at 809 East Fourth Street, Lampasas, Texas Lampasas County to allow for a Mini-Warehouse in an area zoned Commercial.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A REQUEST FOR A SPECIFIC USE PERMIT TO ALLOW FOR AN MINI-WAREHOUSE IN AN AREA ZONED COMMERCIAL; DESCRIBED AS 0.160 ACRES, PT OF FRAC PT 6, BLOCK 20, OLD TOWN ADDITION COMMONLY KNOWN AS 809 EAST FOURTH STREET, LAMPASAS, TEXAS LAMPASAS COUNTY, DETAILING RESTRICTIONS RELATED THERETO; ORDERING A CHANGE TO ORDINANCE NO. 878 AND THE ACCOMPANYING CITY OF LAMPASAS' ZONING MAP REFLECTING SAME; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Extra Level LLC, Jamie Brown (owners), filed a request for a Specific Use Permit to allow for a Mini-Warehouse in an area zoned Commercial. The property is described as 0.160 acres, PT of Frac PT 6, Block 20, Old Town Addition commonly known as 809 East Fourth Street, Lampasas, Texas Lampasas County

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

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on April 1, 2021, by the Planning & Zoning Commission regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, pursuant to Section 10 of the Zoning Ordinance of the City of Lampasas, Texas, public notice has been given, and a public hearing was held on April 12, 2021 by the City Council regarding the request for a Specific Use Permit by the Applicant; and

WHEREAS, the City Council finds that it is in the public interest to approve the requested Specific Use Permit for a Mini-Warehouse in an area zoned Commercial.

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

Part 1: That the Specific Use Permit requested by Extra Level LLC, Jamie Brown (owners) to allow for a Mini-Warehouse in an area zoned Commercial Lampasas County, Lampasas, Texas. shall be approved. The property is described as 0.160 acres, PT of Frac PT 6, Block 20, Old Town Addition commonly known as 809 East Fourth Street, Lampasas, Texas Lampasas County

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

Part 3: If any section or part of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, that holding shall not invalidate or impair the validity, force or effect of any other section or part of this Ordinance or Code of Ordinances, City of Lampasas, Texas.

Part 4: This Ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

Passed and approved the First Reading on the 12TH day of April 2021.

Passed and Adopted on the Second Reading on the 26TH day of April 2021.

APPROVED:

ATTEST:

Misti Talbert, Mayor

Becky Sims, City Secretary

APPROVED AS TO FORM:

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

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City ManagerITEM NO. 3.2

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

Subject: Discussion and Possible Action on the Receipt of the Monthly Investment Report for March 2021.

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

Date Submitted: April 22, 2021 For the Agenda of: April 26, 2021

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

Summary Statement:

The weighted average maturity of City investments is 1 days.

The City's yield to maturity is 0.178

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$2,356,288.19	13.23%
TexStar	\$1,627,997.76	9.14%
Bancorp South	\$9,941,730.38	55.80%
Money Market	\$3,882,583.75	21.79%
Frost Bank	\$ 8,137.42	0.05%

Recommendation: Motion to approve by consent.



Monthly Investment Report
March 31, 2021

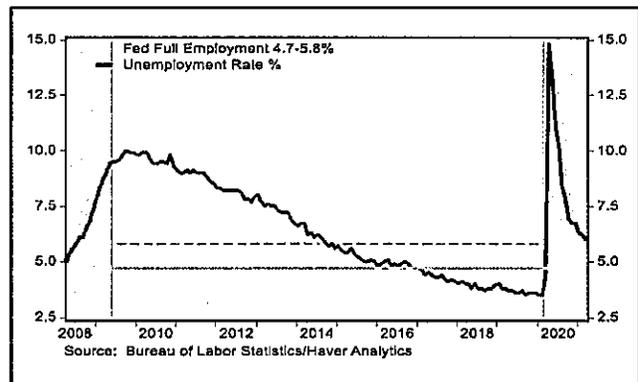
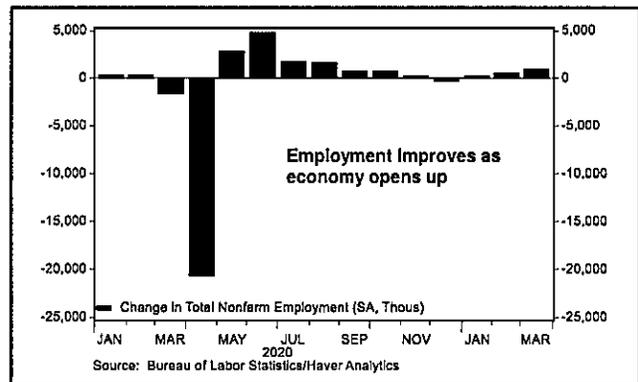
PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

What's Driving Rates? And Where?

- o Payrolls in March surged with improvement in most industries – up 916,000 jobs and a lower rate (6%).
- o The increase in payrolls is directly tied to vaccinations and a relaxing of regulations.
- o Businesses are reopening and gaining momentum with eased restrictions. ISM Services index rose to its highest read since 1997. That means producers are optimistic of an ongoing recovery.
- o A stimulus fueled consumer is out to spend those checks.
- o Business are encouraged to hire as long as the view improves.
- o Housing continues to boom although slowing slightly as inventories decrease.
- o The economy is growing at its fastest pace since 1984, which led the IMF to predict it will surpass its pre-pandemic size. Thanks in large part to the \$1.9 trillion virus stimulus package.
- o The warning remains the same from the Fed who says we are far from complete but they continue to provide extraordinary market support.
- o The Fed is supporting the economy through continued buying of securities.
- o This drives stock investors into new historic nose bleed heights – the S&P hits 4,000 for the first time.
- o This does cause risks - more for stocks than bonds – as regulators target hedge funds (Archegos) and private funds.



Big, Bold and Expensive

The new administration is ready to launch its new package to "Build Back Better." The estimated \$2 trillion plan will start with jobs and tackle infrastructure, climate and emissions. A package this size – from homes to high speed rail - could lift productivity and GDP with 69% spent in the first year. But it could squeeze out private and state/local investments also.

At least some in Congress have to be questioning whether this size of an additional stimulus is needed at this point right after passing \$2T, the impact of which has yet to be felt.

Additionally, some do question the sheer size with debt already at alarming levels. With the combined Trump/Biden \$5.7T in stimulus spending, the US debt to GDP ratio is already over 100%. With intra-governmental debt that rises it to 128%.

Sometimes more is just more.

The Fed is remaining on hold despite their optimistic outlook which includes a 6.5% growth rate in 2021, a 2.4% inflation rate, and a decline in the unemployment rate to 4.5%. Chair Powell has indicated that future adjustments will be made on *realized* improvements *not anticipation* of that improvement. Not all Fed Presidents agree. Dallas Fed President Kaplan has forecast a rate hike next year in order to wean off the Fed's extraordinary efforts in supporting the economy and the markets.

Meanwhile, of course, geopolitics continue apace. China has been flexing its muscles in military *exercises* surrounding Taiwan. Some of that bravado could come from their hesitancy to add to debt to fight the pandemic. They really want to be the world's reserve currency.

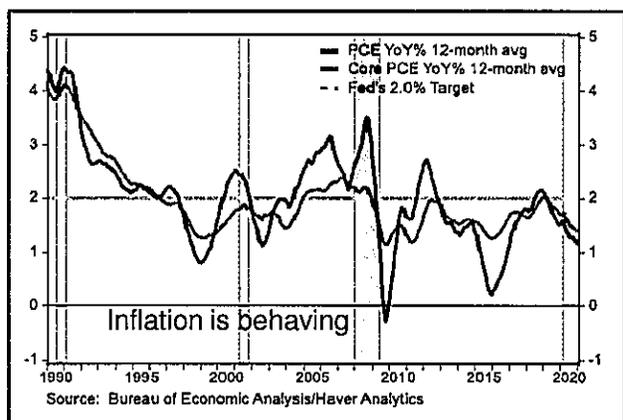
The major moves in the stock market have helped to entice investors out of bonds rising longer rates, but risk can be dangerous as we saw with the Robinhood debacle and the Achegos *hedge fund implosion*.

Makes you glad you are in the bond market even with low rates!

The Fed remains on hold...

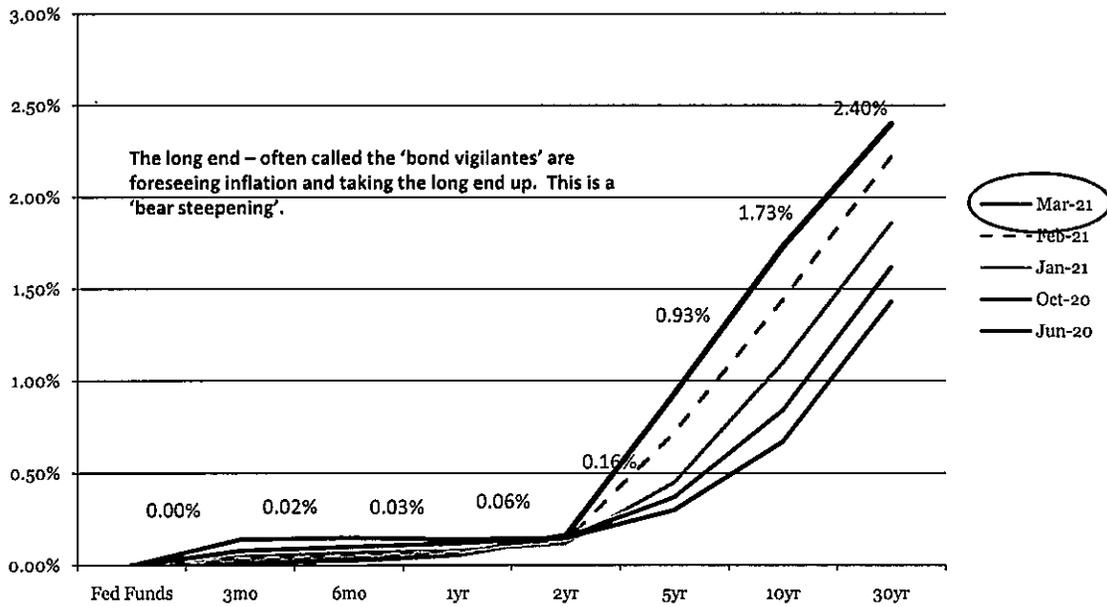


POSTPONED



A Different Look

- The curve is reacting to an improving economy and feeding off the stimulus trough that promises even more funds thrown into the economy.
- The bond market is foreseeing inflation.
- The market will fight the Fed and their asset purchases on the long end. Usually the market wins. The rates are going up.
- The various Covid vaccines have been a major boost to confidence. A more robust economic recovery may require several more months.
- The Fed has stated its intention to stay at 0.0% Fed Funds through 2023. Looks like the curve will do its job for it.

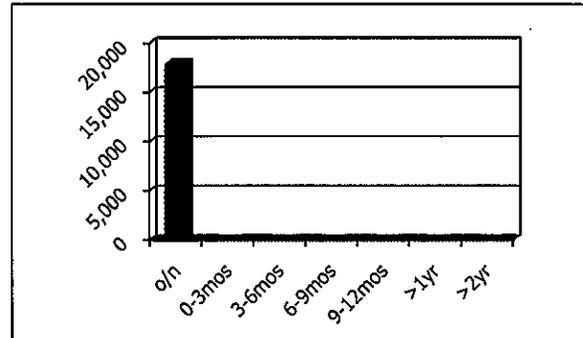
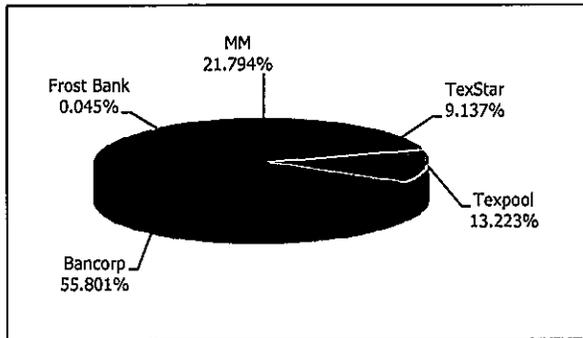


End of Month Rates - Full Yield Curve – Fed Funds to 30yr

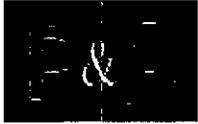
Your Portfolio

As of February 28, 2021

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions. These are unusual times and where extensions can be made it is important to make them to find any available safe value in the markets.
- The graphs below show asset allocations by market sector and by maturity in your portfolio. Liquidity has been reduced to little or no value but with a flat short curve it may be the only sector available out to twelve months without the use of CP. Our expectation is of continuing dismally low rates but we look for value in your authorized sectors to capture the yield available as markets change.



PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

**City of Lampasas, Texas
Portfolio Management
Portfolio Summary
March 31, 2021**

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Bancorp South	9,941,730.38	9,941,730.38	9,941,730.38	55.80	1	1	0.250
Texpool/Texpool Prime	2,356,288.19	2,356,288.19	2,356,288.19	13.23	1	1	0.037
TexStar	1,627,997.76	1,627,997.76	1,627,997.76	9.14	1	1	0.022
Frost Bank	8,137.42	8,137.42	8,137.42	0.05	1	1	0.000
Money Market	3,882,583.75	3,882,583.75	3,882,583.75	21.79	1	1	0.144
Investments	17,816,737.50	17,816,737.50	17,816,737.50	100.00%	1	1	0.178

Total Earnings	March 31 Month Ending	Fiscal Year To Date
Current Year	2,688.83	16,191.72

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

Yvonne Moreno, Interim Finance Director

Reporting period 03/01/2021-03/31/2021
Data Updated: SET_LAMP: 04/19/2021 16:36
Run Date: 04/19/2021 - 16:36

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



City of Lampasas, Texas
Summary by Type
March 31, 2021
Grouped by Fund

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Cash						
Bancorp South	3	8,890,846.13	8,890,846.13	49.90	0.250	1
Money Market	5	3,882,583.75	3,882,583.75	21.79	0.144	1
Texpool/Texpool Prime	1	1,778,806.57	1,778,806.57	9.98	0.019	1
Subtotal	9	14,552,236.45	14,552,236.45	81.67	0.193	1
Fund: Cert. of Obligation 2018						
Texpool/Texpool Prime	1	577,481.62	577,481.62	3.24	0.092	1
Subtotal	1	577,481.62	577,481.62	3.24	0.092	1
Fund: Electric						
Bancorp South	1	364,956.41	364,956.41	2.05	0.250	1
Frost Bank	1	8,137.42	8,137.42	0.05	0.000	1
TexStar	1	1,627,997.76	1,627,997.76	9.14	0.022	1
Subtotal	3	2,001,091.59	2,001,091.59	11.24	0.063	1
Fund: LEDC						
Bancorp South	2	414,309.82	414,309.82	2.33	0.250	1
Subtotal	2	414,309.82	414,309.82	2.33	0.250	1
Fund: Seizures						
Bancorp South	2	11,372.97	11,372.97	0.06	0.249	1
Subtotal	2	11,372.97	11,372.97	0.06	0.249	1
Fund: Trust						
Bancorp South	2	72,766.82	72,766.82	0.41	0.250	1
Subtotal	2	72,766.82	72,766.82	0.41	0.250	1
Fund: Water						
Bancorp South	1	187,478.23	187,478.23	1.05	0.250	1
Subtotal	1	187,478.23	187,478.23	1.05	0.250	1
Total and Average	20	17,816,737.50	17,816,737.50	100.00	0.178	1



City of Lampasas, Texas
 Fund CASH - Cash
 Investments by Fund
 March 31, 2021

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 390	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0474	10004	Bancorp South	09/01/2014	8,859,895.53	8,859,895.53	8,859,895.53	0.250	0.246	0.250	1
3213	10006	Bancorp South	09/01/2014	458.90	458.90	458.90	0.250	0.246	0.250	1
4187	10007	Bancorp South	09/01/2014	30,491.70	30,491.70	30,491.70	0.250	0.246	0.250	1
Subtotal and Average				8,890,846.13	8,890,846.13	8,890,846.13		0.247	0.250	1
Texpool/Texpool Prime										
14103	10000	Texpool	09/01/2014	1,778,806.57	1,778,806.57	1,778,806.57	0.019	0.018	0.018	1
Subtotal and Average				1,778,806.57	1,778,806.57	1,778,806.57		0.018	0.018	1
Money Market										
5001632	10023	Austin Capital Bank MM	01/29/2015	248,368.98	248,368.98	248,368.98	0.050	0.049	0.050	1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	3,147,654.39	3,147,654.39	3,147,654.39	0.150	0.147	0.150	1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	486,558.38	486,558.38	486,558.38	0.150	0.147	0.150	1
4001579	10027	Business Bk Ultimate Bus M/M	05/01/2015	1.00	1.00	1.00				1
4001561	10030	Business Bk Ultimate Bus M/M	06/30/2015	1.00	1.00	1.00				1
Subtotal and Average				3,882,583.75	3,882,583.75	3,882,583.75		0.142	0.144	1
Total Investments and Average				14,552,236.45	14,552,236.45	14,552,236.45		0.181	0.183	1

**Fund CERTS16 - Cert. of Obligation 2016
Investments by Fund
March 31, 2021**

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	577,481.62	577,481.62	577,481.62	0.092	0.090	0.091	1
Subtotal and Average				577,481.62	577,481.62	577,481.62		0.090	0.092	1
Total Investments and Average				577,481.62	577,481.62	577,481.62		0.090	0.092	1

**Fund ELEC - Electric
Investments by Fund
March 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0672	10005	Bancorp South	09/01/2014	364,956.41	364,956.41	364,956.41	0.250	0.246	0.250	1
Subtotal and Average				364,956.41	364,956.41	364,956.41		0.247	0.250	1
TexStar										
17390	10001	TexStar	09/01/2014	1,627,997.76	1,627,997.76	1,627,997.76	0.022	0.021	0.021	1
Subtotal and Average				1,627,997.76	1,627,997.76	1,627,997.76		0.021	0.022	1
Frost Bank										
1732110	10022	Frost Bank Public Checking	01/20/2015	8,137.42	8,137.42	8,137.42				1
Subtotal and Average				8,137.42	8,137.42	8,137.42		0.000	0.000	1
Total Investments and Average				2,001,091.59	2,001,091.59	2,001,091.59		0.062	0.063	1

**Fund LEDC - LEDC
Investments by Fund
March 31, 2021**

CUBIP	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	411,715.57	411,715.57	411,715.57	0.250	0.246	0.250	1
2363	10003	Bancorp South	09/01/2014	2,594.25	2,594.25	2,594.25	0.250	0.246	0.250	1
Subtotal and Average				414,309.82	414,309.82	414,309.82		0.247	0.250	1
Total Investments and Average				414,309.82	414,309.82	414,309.82		0.247	0.250	1

**Fund SEIZ - Seizures
Investments by Fund
March 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
0763	10008	Bancorp South	09/01/2014	11,336.91	11,336.91	11,336.91	0.250	0.246	0.250	1
1999	10009	Bancorp South	09/01/2014	36.06	36.06	36.06				1
Subtotal and Average				11,372.97	11,372.97	11,372.97		0.248	0.249	1
Total Investments and Average				11,372.97	11,372.97	11,372.97		0.248	0.249	1

**Fund TRUST - Trust
Investments by Fund
March 31, 2021**

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	43,122.87	43,122.87	43,122.87	0.250	0.246	0.250	1
6348	10011	Bancorp South	09/01/2014	29,643.95	29,643.95	29,643.95	0.250	0.246	0.250	1
Subtotal and Average				72,766.82	72,766.82	72,766.82		0.247	0.250	1
Total Investments and Average				72,766.82	72,766.82	72,766.82		0.247	0.250	1

**Fund WATER - Water
Investments by Fund
March 31, 2021**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Bancorp South										
1639	10012	Bancorp South	09/01/2014	187,478.23	187,478.23	187,478.23	0.250	0.246	0.250	1
Subtotal and Average				187,478.23	187,478.23	187,478.23		0.247	0.250	1
Total Investments and Average				187,478.23	187,478.23	187,478.23		0.247	0.250	1



**City of Lampasas, Texas
Interest Earnings
Sorted by Fund - Fund
March 1, 2021 - March 31, 2021
Yield on Average Book Value**

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

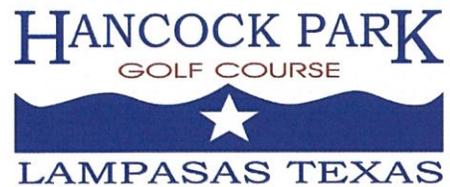
CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings			
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings	
Fund: Cash													
14103	10000	CASH	RR2	1,778,806.57	1,778,778.25	1,778,779.16		0.019	0.019	28.32	0.00	28.32	
5001632	10023	CASH	RR5	248,368.98	248,358.43	248,368.98		0.050	0.050	10.55	0.00	10.55	
XXXX579	10026	CASH	RR5	3,147,654.39	3,147,253.43	3,147,266.36		0.150	0.150	400.96	0.00	400.96	
XXXX561	10029	CASH	RR5	486,558.38	486,496.40	486,498.40		0.150	0.150	61.98	0.00	61.98	
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	8,859,895.53	8,781,630.29	8,784,154.98		0.250	0.254	1,895.34	0.00	1,895.34	
3213	10006	CASH	RRP	458.90	458.80	458.80		0.250	0.257	0.10	0.00	0.10	
4187	10007	CASH	RRP	30,491.70	29,182.31	30,897.71		0.250	0.250	6.56	0.00	6.56	
			Subtotal	14,552,236.45	14,472,158.91	14,476,426.40				0.198	2,403.81	0.00	2,403.81
Fund: Cert. of Obligation 2016													
14103A	10041	CERTS16	RR2	577,481.62	577,436.72	577,438.17		0.092	0.092	44.90	0.00	44.90	
			Subtotal	577,481.62	577,436.72	577,438.17				0.092	44.90	0.00	44.90
Fund: Electric													
17390	10001	ELEC	RR3	1,627,997.76	1,627,967.94	1,627,968.90		0.022	0.022	29.82	0.00	29.82	
1732110	10022	ELEC	RR4	8,137.42	8,141.61	8,139.45				0.00	0.00	0.00	
0672	10005	ELEC	RRP	364,956.41	362,804.13	363,971.95		0.250	0.250	77.28	0.00	77.28	
			Subtotal	2,001,091.59	1,998,913.68	2,000,080.29				0.063	107.10	0.00	107.10
Fund: LEDC													
2363	10003	LEDC	RRP	2,594.25	2,593.70	2,593.72		0.250	0.250	0.55	0.00	0.55	
1092	10002	LEDC	RRP	411,715.57	390,147.34	352,578.72		0.250	0.250	74.86	0.00	74.86	
			Subtotal	414,309.82	392,741.04	355,172.43				0.250	75.41	0.00	75.41
Fund: Seizures													
1999	10009	SEIZ	RRP	36.06	36.06	36.06				0.00	0.00	0.00	
0763	10008	SEIZ	RRP	11,336.91	10,408.95	11,670.41		0.250	0.250	2.48	0.00	2.48	
			Subtotal	11,372.97	10,445.01	11,706.47				0.249	2.48	0.00	2.48

Portfolio LAMP
AP
IE (PRF_IE) 7.2.0
Report Ver. 7.3.6.1

City of Lampasas, Texas
Interest Earnings
March 1, 2021 - March 31, 2021

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		Adjusted Interest Earnings
										Interest Earned	Amortization/ Accretion	
Fund: Trust												
6348	10011	TRUST	RRP	29,643.95	29,637.66	29,637.86		0.250	0.250	6.29	0.00	6.29
6349	10010	TRUST	RRP	43,122.87	43,113.72	43,114.02		0.250	0.250	9.15	0.00	9.15
			Subtotal	72,766.82	72,751.38	72,751.88			0.250	15.44	0.00	15.44
Fund: Water												
1639	10012	WATER	RRP	187,478.23	186,238.54	186,951.11		0.250	0.250	39.69	0.00	39.69
			Subtotal	187,478.23	186,238.54	186,951.11			0.250	39.69	0.00	39.69
			Total	17,810,737.50	17,710,886.28	17,680,526.75			0.179	2,888.83	0.00	2,888.83

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Memo

To: Finley deGraffenied, City Manager
From: Van Berry, Golf Course Manager
cc: City Council Members
Date: April 14, 2021
Re: Monthly Report, March 2021

- Aerated all the fairways and tee boxes.
- Applied 20,000 lbs. of pre-emergent (Prodiamine) on the fairways, rough and tee boxes. This herbicide is applied to keep weeds from germinating.
- Applied 800 lbs. of Gypsum on the greens.
- Applied 600 lbs. of 0-0-30 (potash) on the greens.
- Sprayed Firm-Up (soil conditioner) on the greens.
- Applied 400 lbs. of fertilizer and the greens.
- We repaired an area on #9 where the water was not draining. We hauled in several loads of dirt and will be sodding the area next week.
- Since the grass is beginning to grow, we have started watering more often and we are finding that several of our sprinkler heads cracked during the freeze. The heads that cracked are the old heads, which are approximately 18 years old, and you can no longer get parts for them, so we had to replace them with new models.
- As far as the condition of the grass on the golf course from the freeze, so far we have had minimal winterkill.
- The maintenance crew are beginning to do a lot of mowing; we are mowing the greens daily and mowing the fairways and tee boxes weekly.

- Membership for January 1, 2021 through June 30, 2021.

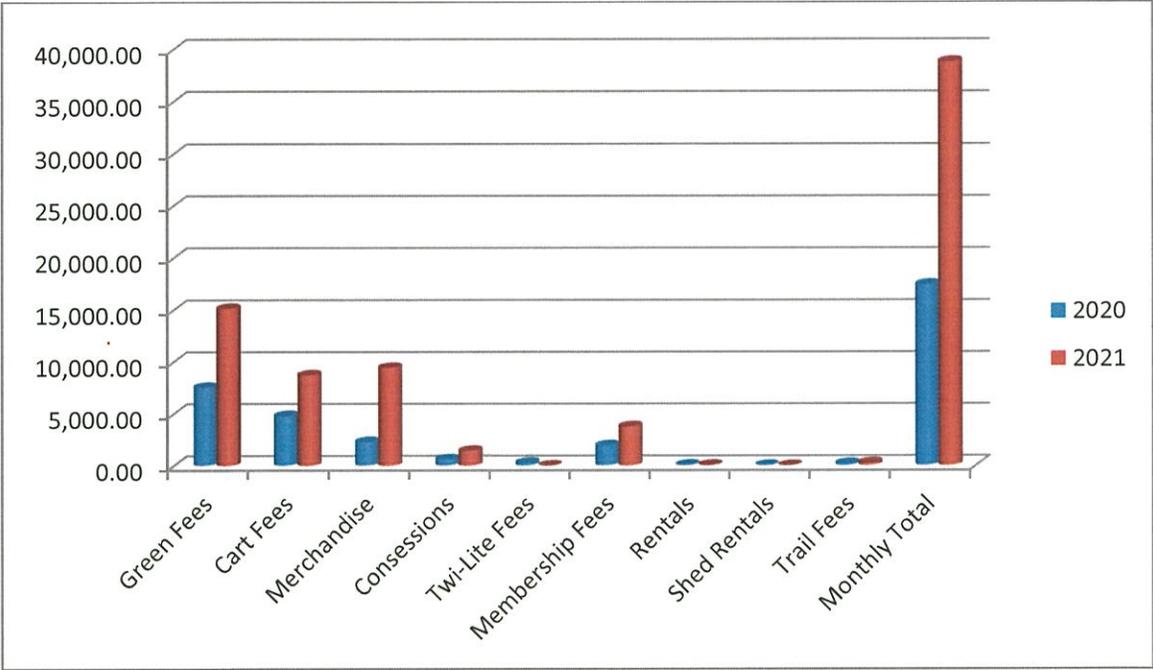
Single Memberships – 158

Couples Memberships – 36

Family Memberships – 6

Member Trail Fees - 164

Hancock Park G.C. March Revenue Comparison 2020 and 2021



Memo



Municipal Court

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

From: Lewann Turner, Court Clerk I

Date: Friday, April 23, 2021

Re: Monthly Report March 2021

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	115
Convictions	67
Compliance Dismissals	26
Hrs. Community Service Completed	218
Total Dollar Amount CS	\$2,720.10
Waived for Indigency	\$3,084.58
Total Collected	\$42,217.82
Total kept by City	\$31,632.10

CITY SECRETARY DEPARTMENT/ MARCH 2021 MONTHLY REPORT

Brief Monthly Overview of Department Employees:

Becky Sims, City Secretary/Zoning Administrator

- Prepared and posted packet, attended and took minutes of the March 8th & March 22nd Town Hall-Regular Council meetings.
- Submitted Notice of Election to newspaper to be published April 2, 2021
- Prepared and posted packet, attended and took minutes for the March 4, 2021 Planning & Zoning Meeting
- March 3, 2021- Code Enforcement Webinar
- March 4, 2021- Land Use Webinar
- March 10, 2021- Whataburger Pre-Con Meeting
- March 23, 2021- Concept Meeting for RV Park
- March 26, 2021- Elections Office- Participated in Voting Machine Testing
- March 31, 2021- CEFCO Pre-Con Meeting
- Assisted IT with getting the New IT policy adopted
- Joined TMCA Hill Country Chapter
- Handled CDBG Postings/Documents/Resolutions
- Processed (7) Open Records Requests
- Daily Building /Planning & Zoning responsibilities – key contact person who handles inquiries/requests and all administrative work/research.

Chasity Shifflett, Administrative Secretary

- Assisted the City Manager, City Secretary, EDC Director and Building Official with daily operations
- Assisted all incoming customers
- Responsible for preparing and posting LEDC agendas and minutes on City website(s), posting City Council minutes on website upon Council approval; Attended and took the minutes of the March 24th LEDC meeting.
- Prepared and posted packet, attended and took minutes of the March 11th CIP meeting.
- Assisted with issuing Building Department permits; filing for Building Department; works closely with Building Official on inspection call-ins and documentation of those inspections
- Continued to work on MY GOV implementation with contractors and training for Building Official
- Maintains vehicle inspection/registration process for all City vehicles
- Completes and files Cemetery Deeds



Finance/Utility Billing & Collection

MEMO

Date: April 22, 2021

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for March 2021

Finance Department:

- * Completed/reviewed all journal entries.
- * Assisted auditors with information to final the audit.
- * Met with Audit Committee and auditors regarding FYE 2020 budget.
- * Coordinated with City Secretary regarding various issues.
- * Coordinated with Human Resources regarding various questions and processes.
- * Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are recorded in a timely manner.
- * All payments for the 2016 CO projects are transferred from TexPool Prime to Bancorp South to cover those invoices. Interest earned for March was \$44.90
- * Sales Tax for March was \$194,406, which is an increase of 28.7% from March 2020.
- * Reconciled 18 bank accounts
 - Processed 314 Accounts Payable Checks
 - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for March 2021 was 16% higher than what was billed in March 2020.
The Water billing for March 2021 was 23% higher than what was billed in March 2020.
- March Statistics for the department:

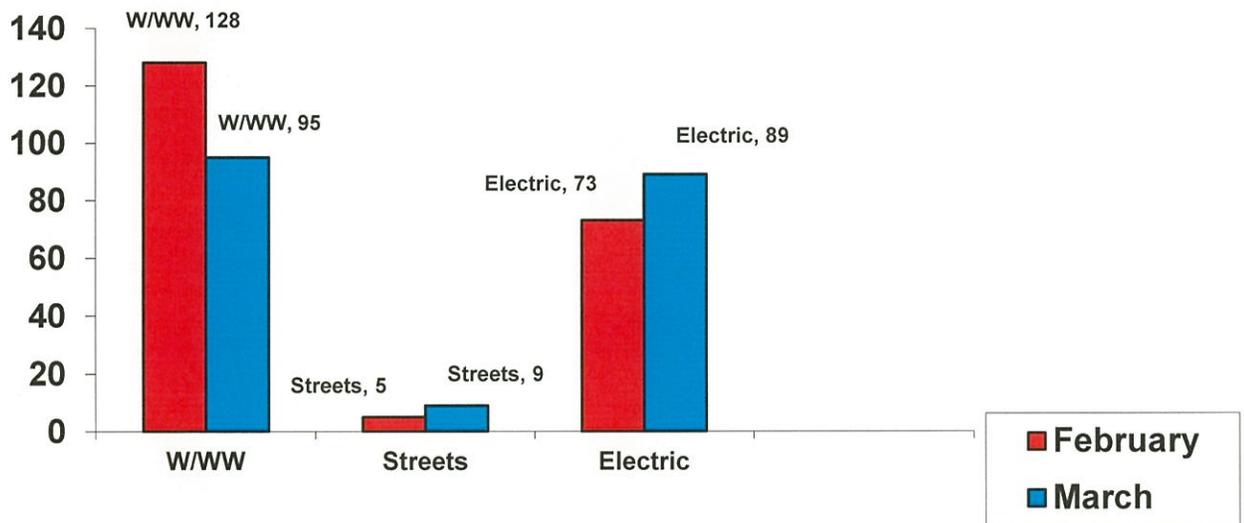
Total Water Customers	3,582
Total Wastewater Customers	2,868
Total Electric Customers	4,982
Residential Garbage Customers	2,737
Connects:	34
Disconnects:	38
Read In/Read Out:	42
Disconnects for Non-Pay:	2 (2 were reconnected)



Public Works

APRIL 2021

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



Work Order Summary:

Received: 193

Completed: 176

Voids: 3

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To: Rickie Roy
From: Carlos Garcia
Date: Friday, April 23, 2021
Re: March, Monthly

Street Department

Mr. Roy,

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

- 1) Street – Total Work Orders =9, Total Complete = 7, Total Outstanding =2, Total Void = 0
- 2) Street department work on patching workorders.
- 3) Street department work on brush chipping program.
- 4) Sweeping all areas of the city.

For the month of April, we will be continuing taking care of work orders. We will continue tree trimming and line of sights. We will be mowing and weedeating and be getting ready for seal coat work on East Ave B.

Monthly Report

To: Rickie Roy, Public Works Director
From: Van Sims, W/WW Operations Manager
Date: April 14, 2021, 2021
Re: March 2021 Monthly Report

**Water/Wastewater
Department**

Summary of Activities

- ***Operation of Water Distribution System***

1. Repaired 8 water leaks.
2. Made 8 new water taps.
3. Completed monthly flushing.
4. Collected 8 routine Bac T samples (all passed) 1 Special sample (passed)
5. Completed all disinfection action plan monitoring and nitrification action plan monitoring.

- ***Operation of Wastewater Collection System***

1. Cleared 7 sewer stoppages.
2. Installed 1 sewer tap.
3. Completed all monthly lift station checks. ****NOTE**** Excess grease noted at Golf Course lift station and excess petroleum waste noted at Hoffpaur and Oil States lift stations.

- ***Operation of Wastewater Treatment Facility***

1. Completed all daily checks of equipment and facilities.
2. Collected all TCEQ required samples for the municipal plant.
3. Performed all required analysis, recorded and logged data.
4. Performed all routine maintenance on scheduled equipment.
5. Removed 220 yds of cake.
6. ****Note**** Grease in final clarifier-UV channel.

- Total Work Orders Completed -105
- Utility Locates -67
- Customer Service Calls – 4
- Routing Forms Completed- 4

Memo

To: Rickie Roy
From: Flint Geagley
Date: April 8, 2021
Re: March Activities

Electric Department

This month's activities involved:

- Received a total of 89 work orders and completed 85.
- Operations and Maintenance
 1. Received 57 line locates
 2. Cut trees at golf course
 3. Worked on lights at City Hall
 4. Assisted IT department running fiber to PD
 5. Assisted Street Department cutting trees on south Hwy 281
- Set 12 poles:
 1. replaced 6 poles on the inspection list
 1. set 1 service pole at 907 E 3rd for new duplex buildings
 2. replaced 5 poles that needed upgrading
 - 3.
 - 4.
- Connected:
 1. Upgrades – 0
 2. New services – 3
 3. Temps - 3
- Overtime: Received several callouts
 1. Tree limb on line - 1
 2. House fire - 1
 3. Animal Contact - 1
 4. Low line -1 (telephone)
- Activities for the Year 2020 - 2021:
 - Pole Inspection replacement: **total 389 poles, have replaced 323 poles**
 - Stone Valley: **(70% complete)**
 - Brown St Subdivision: **(80% complete)**
 - CEFCO:
 - Community Church:
 - Whataburger: **Set new pole for underground service**

To: City Manager, Finley DeGraffenried
 Honorable Mayor and City Council
 From: Chief of Police, Sammy Bailey
 Date: April 13, 2021
 Re: Monthly City Council Report, March 2021

When you compare the February and March statistics, you will see a significant increase in most categories. This is due to less pandemic restrictions, more calls for service, and plain and simple getting back to good police work. Kudos to Lt. Montgomery, Sgt. Morua, Sgt. Hummer, Sgt. Sheldon and Sgt. Barrio.

	February 2021	March 2021	Difference
Total Cases Reported	100	146	+46
Total Cases Cleared	95	204	+109
Total Incidents	23	15	-8
Total Arrest	99	160	+61
Total Contacts	298	625	+327
DWI	3	5	+2
Marij/Drug Poss.	9	19	+10
Public Relations	15	20	+5
Total Accidents	15	24	+9
Code Enforcement	26	49	+23
Calls For Service	797	940	+143
Telephone Calls	3848	3207	-641 (Feb. Winter Storm)

25 burglar alarm renewal reminders were mailed, one 18 wheeler parking permit issued.

- Lt. Charlie Boswell obtained his Master Peace Officer Certification.
- F.T.O. Andy McCatherine obtained his Advanced Peace Officer Certification.
- F.T.O Warren Scott obtained his Intermediate Peace Officer Certification.
- Officer Garrett Bradley obtained his Intermediate Peace Officer Certification.
- Officer John Bowman left us to join the Narcotic Interdiction team with Coryell County Sheriff's Office.

The Aware Central Texas with the Easter Bunny and Easter Kits being handed out at the police department was a successful event.

Chief Bailey and Asst. Chief Cummings attended the Town Hall meeting, and the Central Texas Chiefs and Sheriffs meeting in Belton.

- The Public Safety Communications project is moving along well with Bear Com installing radios.
- The Cardinal CAD project has taken on some movement. Lt. Montgomery, Communications Supervisor Kelli Sanguinet, IT Monica Wright and Kristy Acevedo have been instrumental in keeping this project moving with the cloud vendor delay.

	March-21	YTD	03/2020 YTD
ACCIDENTS:			
MINOR ACCIDENTS	24	61	56
MAJOR ACCIDENTS	0	1	4
FATAL ACCIDENTS	0	0	0
TOTAL ACCIDENTS	24	62	60
CODE ENFORCEMENT:			
HIGH WEEDS & TRASH	25	51	51
JUNK / UNREGISTERED VEHICLES	2	7	20
SUBSTANDARD HOUSING	0	1	0
BUILDING COMPLAINTS	0	0	0
MISCELLANEOUS	22	53	46
TOTAL CODE COMPLAINTS	49	112	117
DAILY ACTIVITIES:			
CALLS FOR SERVICE	940	2594	2721
TELEPHONE CALLS RECEIVED	3207	10072	15061
ESCORTS	61	166	170
MOTORIST ASSISTS	49	148	140
EMERGENCY ORDER OF DETENTION	0	3	7
BEHAVIORAL CRISIS	8	21	17
911 CALLS	224	678	640
TEXT TO 911	0	1	1
OPEN RECORD REQUESTS	50	102	117
ANIMAL CONTROL:			
ANIMAL CFS & FOLLOW UPS	183	473	469
ANIMAL IMPOUNDS	68	165	134
CPAAA VOLUNTEER HOURS:	39.25	72.00	115.00

OFFICER COUNT: 20 OF 21
DISPATCHER COUNT: 7 OF 7

WARRANT TOTALS

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

	Mar-21	YTD	03/2020 YTD
WARRANT TOTALS:			
LMC WARRANTS ISSUED	0	0	144
LMC WARRANTS RECALLED	127	156	144
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	2	7	61
LMC WARRANTS PAID AT LMC / PD	0	0	1

	Feb-21	YTD	03/2020 YTD
WARRANT \$ AMOUNTS:			
LMC WARRANTS ISSUED	\$0.00	\$0.00	\$86,783.36
LMC WARRANTS RECALLED	\$69,587.80	\$84,632.18	\$78,905.62
LMC WARRANTS SERVED OR PYMT ARRANGEMENTS MADE AT LMC	\$1,254.63	\$6,203.46	\$39,279.36
MONEY COLLECTED AT PD	\$0.00	\$0.00	\$511.84

Report Prepared by Kelli Sanguinet 04/08/2021

LAMPASAS ANIMAL SHELTER
CITY LOG

MARCH 2021

DATE	INTAKE	SEX	AGE	BREED	COLOR	ADDRESS	NAME	PRECAUTIONS	DISPOSITION	OFFICER
03/01/2021	IMP P11280	F	A	DSH	GRAY TAB	5 SAMAC		FERAL	EUTH	131
03/01/2021	IMP P11281	M	B	DMH	RED TAB/WHT	12 PARK LN		FERAL	EUTH 3-1	131
03/02/2021	SUR P11282	M	A	DSH	LILAC PNT	502 S SUMMER	ESPRESSO		RQ 3-6	CITIZEN
03/02/2021	IMP P11283	M	A	DSH	BLACK	12 PARK LN		FERAL	EUTH 3-2	131
03/04/2021	IMP P11284	F	A	DSH	BRN TAB	3 MATTHEWS		FERAL	EUTH 3-4	131
03/04/2021	IMP P11285	M	A	DMH	GRAY TAB	6 SUNSET		FERAL	EUTH 3-4	131
03/04/2021	IMP P11286	M	A	DSH	GRAY TAB	203 MCKINGBIRD		FERAL	EUTH 3-4	131
03/04/2021	IMP P11287	F	A	GREAT DANIE	BLK/WHT	908 S KEY AVE	REMI		RTO 3-11	118
03/05/2021	IMP P11288	F	A	DSH	TORTIE	2 WOLFE		FERAL	EUTH 3-5	131
03/05/2021	IMP P11289	F	A	DSH	TORBIE	2 WOLFE		FERAL	EUTH 3-5	131
03/05/2021	IMP P11270	FS	10M	DSH	TAN	807 N RIDGE	LUCY		RTO 3-5	131
03/05/2021	IMP P11271	FS	TYR	PITBULL	CATAHOULA	807 N RIDGE	BRESEY		RTO 3-5	131
03/08/2021	IMP P11272	M	A	DSH	BLACK	1275 S WESTERN		FERAL	EUTH	131
03/08/2021	IMP P11273	F	A	DSH	TORTIE	1303 S MAIN	CRUMB			131
03/08/2021	IMP P11274	MN	SR	HUSKY	BLK/WHT	508 S KEY	KIBA		RTO 3-8	131
03/09/2021	IMP P11275	M	A	DSH	BLK/WHT	12 BELLAIRE	INDY			131
03/09/2021	IMP P11276	F	A	LABRADOR	BLACK	4 STEELE	PAISLEY		RTO 3-9	131
03/09/2021	IMP P11277	M	A	DSH	WHT/RED TAB	1006 E AVE H		FERAL	EUTH 3-11	131
03/09/2021	IMP P11278	M	A	DSH	BLACK	807 N RIDGE		FERAL	EUTH 3-9	131
03/09/2021	IMP P11279	F	A	DSH	DILUTE	12 BELLAIRE		FERAL	EUTH 3-9	131
03/09/2021	IMP P11280	M	6M	AUSIE	RED/WHITE	600 S RIDGE	GRIZZLY		RTO 3-10	131
03/10/2021	IMP P11281	F	A	DSH	TORBIE	1275 S WESTERN		FERAL	EUTH 3-10	131
03/10/2021	IMP P11282	F	A	DSH	BRN TAB	1006 E AVE H		FERAL	EUTH 3-10	131
03/10/2021	SUR P11283	F	9M	DSH	CALICO	1002 N HACKBERRY	GALLY		EUTH 3-10	131
03/11/2021	IMP P11284	M	A	DSH	RED TAB/WHT	1006 E AVE H		FERAL	EUTH 3-12	131
03/11/2021	IMP P11285	M	A	DMH	BLK/WHT	12 BELLAIRE		FERAL	EUTH 3-12	131
03/12/2021	IMP P11286		B	DSH	BLK/WHT	STORMS			RQ 3-12	116
03/12/2021	IMP P11287		B	DSH	WHITE	STORMS			RQ 3-12	116
03/15/2021	IMP P11288	F	A	ACD X	TAN	LIMESTONE	RUBY		RTO 3-16	132
03/15/2021	IMP P11289	F	A	DSH	TORBIE	6 DEL NORTE		FERAL	EUTH 3-15	132
03/18/2021	IMP P11290	M	A	ACD MIX	MERLE	204 N BROAD	BRITCHES		RTO	132
03/19/2021	QUAR P11291	M	A	PIT MIX	WHT/BLK	905 E AVE C		RABIES SUB-ORE	EUTH	CITIZEN
03/20/2021	IMP P11292	F	A	HUSKY	GREY/WHT	2 GILLEN COURT	PRETTY GIRL		RTO	109
03/23/2021	IMP P11293	M	A	DSH	BLK/WHT	1512 S MAIN		FERAL	EUTH 3-23	131
03/24/2021	IMP P11294	F	A	DSH	BLACK	1512 S MAIN	BUNNY		FERAL	EUTH 3-24
03/24/2021	SUR P11295	F	B	LAB MIX	BLK/WHT	600 BRIGGS	TULIP		ADOPTED	131
03/24/2021	SUR P11296	F	B	LAB MIX	BLK/WHT	600 BRIGGS			ADOPTED	131
03/24/2021	IMP P11297	M	B	LAB MIX	TAN/WHT	600 BRIGGS			RTO 3-24	131
03/24/2021	SUR P11298	M	B	LAB MIX	BLK/WHT	600 BRIGGS	PEEP		ADOPTED	131
03/24/2021	IMP P11299	F	A	DSH	DILUTE CALICO	1512 S MAIN		FERAL	EUTH 3-29	131
03/25/2021	IMP P11300	M	A	DSH	BRN TAB	203 MCKINGBIRD		FERAL	EUTH 3-25	131
03/25/2021	IMP P11301	F	A	DSH	TORBIE	1007 W 1 ST	MOM			131
03/25/2021	IMP P11302	M	B	DSH	WHITE	1007 W 1 ST				131
03/25/2021	IMP P11303	F	B	DSH	BLUE	1007 W 1 ST				131
03/25/2021	IMP P11304	M	B	DSH	WHITE	1007 W 1 ST				131
03/25/2021	IMP P11305	M	B	DSH	BRN/WHT TAB	1007 W 1 ST				131
03/25/2021	IMP P11306	F	A	DSH	TOUPE	1512 S MAIN		FERAL	EUTH 3-25	131
03/26/2021	IMP P11307	M	A	DSH	BLACK	1512 S MAIN		FERAL	EUTH 3-26	131
03/26/2021	SUR P11308	M	A	SHEPHERD MIX	BLACK	207 SUNRISE HILLS	TANURO		ORE EUTH	CITIZEN

Memo

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

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

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

Re: Monthly Report, March 2021

Permits issued on MyPermitNow (implemented December 1, 2020)

January-12

February-6

March- 24

MARCH 2021

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD - BUILDING (7 NEW HOUSES)	9	1,590,000.00	13,527.20
CO - CERTIFICATE OF OCCUPANCY	9	0.00	0.00
DEM - DEMOLITION	1	0.00	50.00
ELE - ELECTRICAL	21	1,433,100.00	3,408.50
FENCE - FENCE	4	15,200.00	140.00
MEC - MECHANICAL	10	1,100,000.00	520.00
PLB - PLUMBING	19	1,051,600.00	815.00
REM - REMODEL/ADDITION	11	211,000.00	670.00
SHED - SHED, PATIO, DECK	1	9,100.00	25.00
SIGN - SIGN	4	42,217.50	160.00
SPRINK - SPRINKLER	2	4,800.00	120.00
*** TOTALS ***	91	5,457,017.50	19,435.70

MARCH 2020

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

Lampasas Fire Department

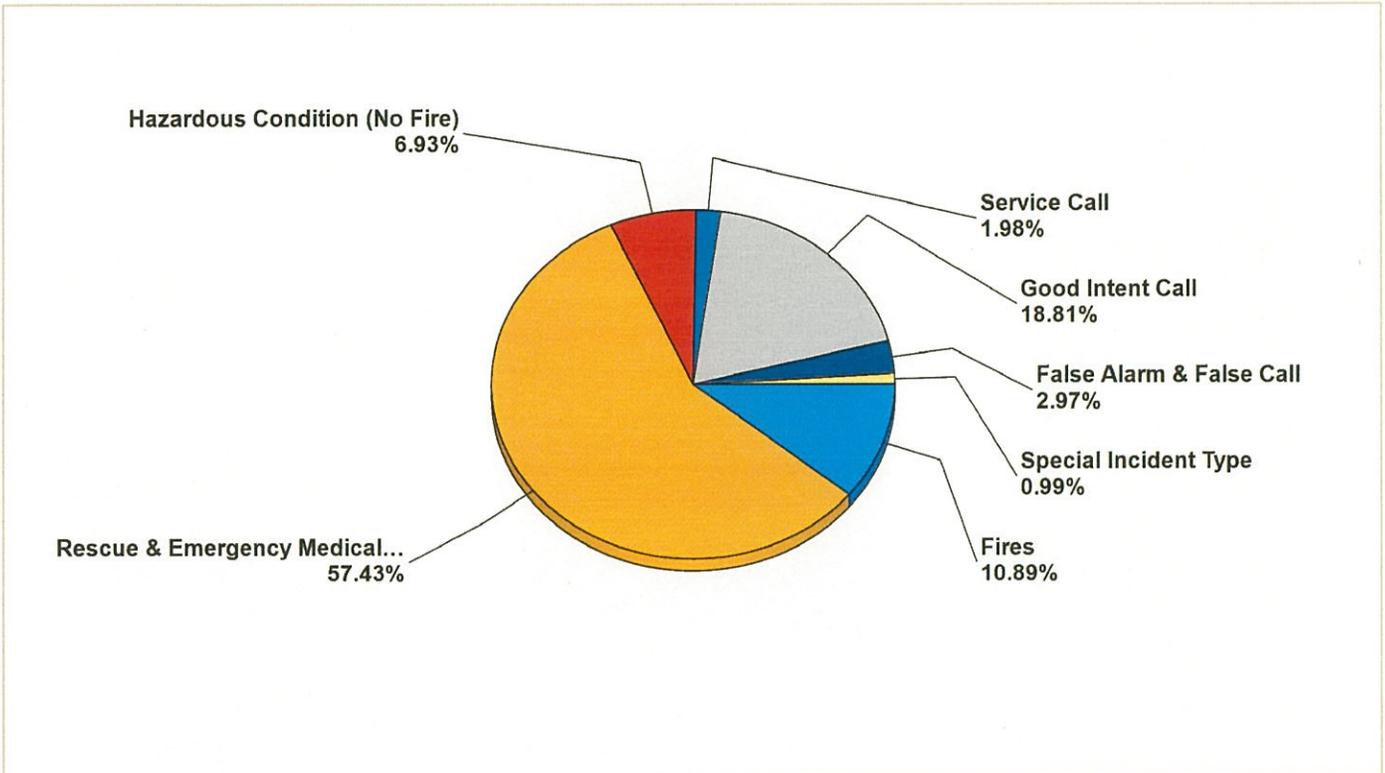
Lampasas, TX

This report was generated on 4/23/2021 7:33:58 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2021 | End Date: 03/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	10.89%
Rescue & Emergency Medical Service	58	57.43%
Hazardous Condition (No Fire)	7	6.93%
Service Call	2	1.98%
Good Intent Call	19	18.81%
False Alarm & False Call	3	2.97%
Special Incident Type	1	0.99%
TOTAL	101	100%

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



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	2.97%
113 - Cooking fire, confined to container	1	0.99%
142 - Brush or brush-and-grass mixture fire	4	3.96%
143 - Grass fire	2	1.98%
151 - Outside rubbish, trash or waste fire	1	0.99%
311 - Medical assist, assist EMS crew	51	50.5%
322 - Motor vehicle accident with injuries	1	0.99%
324 - Motor vehicle accident with no injuries.	6	5.94%
412 - Gas leak (natural gas or LPG)	4	3.96%
413 - Oil or other combustible liquid spill	1	0.99%
422 - Chemical spill or leak	1	0.99%
424 - Carbon monoxide incident	1	0.99%
554 - Assist invalid	1	0.99%
561 - Unauthorized burning	1	0.99%
600 - Good intent call, other	2	1.98%
611 - Dispatched & cancelled en route	11	10.89%
631 - Authorized controlled burning	2	1.98%
651 - Smoke scare, odor of smoke	3	2.97%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.99%
700 - False alarm or false call, other	2	1.98%
744 - Detector activation, no fire - unintentional	1	0.99%
900 - Special type of incident, other	1	0.99%
TOTAL INCIDENTS:	101	100%

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



Lampasas Fire Department

Lampasas, TX

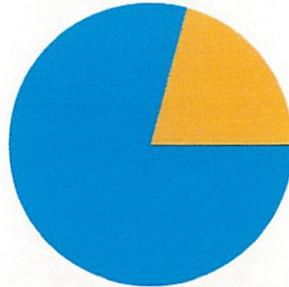
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Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 03/01/2021 | End Date: 03/31/2021

% of Incidents per Zone



■ City Limits - City Limits
■ County - County

INCIDENT TYPE	# INCIDENTS	% of TOTAL
City Limits - City Limits		
111 - Building fire	2	1.98%
113 - Cooking fire, confined to container	1	0.99%
311 - Medical assist, assist EMS crew	48	47.52%
324 - Motor vehicle accident with no injuries.	3	2.97%
412 - Gas leak (natural gas or LPG)	4	3.96%
413 - Oil or other combustible liquid spill	1	0.99%
422 - Chemical spill or leak	1	0.99%
424 - Carbon monoxide incident	1	0.99%
554 - Assist invalid	1	0.99%
561 - Unauthorized burning	1	0.99%
600 - Good intent call, other	2	1.98%
611 - Dispatched & cancelled en route	7	6.93%
631 - Authorized controlled burning	1	0.99%
651 - Smoke scare, odor of smoke	3	2.97%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.99%
700 - False alarm or false call, other	1	0.99%
744 - Detector activation, no fire - unintentional	1	0.99%
900 - Special type of incident, other	1	0.99%
Zone: City Limits - City Limits Total Incident:	80	79.21%
County - County		
111 - Building fire	1	0.99%
142 - Brush or brush-and-grass mixture fire	4	3.96%
143 - Grass fire	2	1.98%
151 - Outside rubbish, trash or waste fire	1	0.99%
311 - Medical assist, assist EMS crew	3	2.97%
322 - Motor vehicle accident with injuries	1	0.99%
324 - Motor vehicle accident with no injuries.	3	2.97%
611 - Dispatched & cancelled en route	4	3.96%

Report shows count of incidents for Status selected.



emergencyreporting.com
 Doc Id: 1390
 Page # 1 of 2

631 - Authorized controlled burning	1	0.99%
700 - False alarm or false call, other	1	0.99%
Zone: County - County Total Incident:	21	20.79%
TOTAL INCIDENTS FOR ALL ZONES:	101	100%

Report shows count of incidents for Status selected.

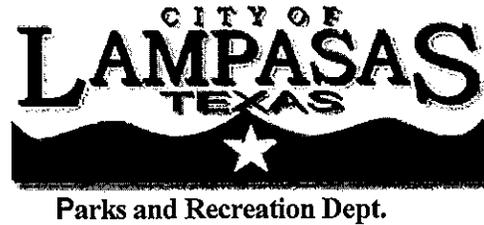


emergencyreporting.com

Doc Id: 1390

Page # 2 of 2

Memo



To: Honorable Mayor and City Council Members
CC: Finley DeGraffinried, City Manager
From: Chris Eicher, Director of Parks and Recreation
Date: April 23, 2021
Re: Monthly Report March 2021

Department Activities
(see reports)
Parks

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

Sports Facilities Crew
(see reports)

The sports crew had a busy month as well with general turf management, some irrigation repairs, lots of plumbing repairs due to winter freeze, equipment maintenance, building maintenance, aerating and fertilizing, prepping for soccer, repairing bleachers and fencing at Turner Complex, attended meetings for Hike / Bike trails at 580, and maintaining daily routines to keep the facilities clean and safe for visitors.

Cemetery
(see reports)

**Department: Parks
Monthly Activity Report
MONTH OF MARCH 2021**

I) Regular Personnel Hours Available: 1000.00

<u>LESS:</u>		
A)	Vacation Leave	34.50
B)	Sick Leave	50.50
C)	Supervision/Training	96.00
D)	Holiday	40.00
E)	Other PERSONAL DAY	8.00
SUB-TOTAL		229.00

<u>PLUS:</u>		
A)	Over Time	33.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	
SUB-TOTAL		33.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 804.00

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.				
	Brook Park Restrooms - Landscaping / Prep			64.00	

	Other:				
	Sub-total Hours on Projects:				64.00

IV)	Department Operations and Maintenance for the Month.				
	Cleaning Parks			177.00	
	Airport Maint.			25.00	
	Mowing/Weed eating			248.00	
	Building and Grounds			174.00	
	Equipment/Vehicles/Shop			68.00	
	Office/Meetings			48.00	
	Sub-total Hours on Projects:				740.00

TOTAL HOURS FOR DEPARTMENT 804.00

V)	Department's Proposed Projects for next Month				
	Brook Park Restrooms - Sod Installation			60.00	

	Total Estimated Hours on Proposed Projects:				60.00

**Department: SPORTS FACILITIES
Monthly Activity Report
MONTH OF MARCH 2021**

I) Regular Personnel Hours Available: 480.00

LESS:

A) Vacation Leave	24.00
B) Sick Leave	16.00
C) Supervision/Training	0.00
D) Holiday	0.00
E) Other (?)	0.00

SUB-TOTAL 40.00

PLUS:

A) Over Time	13.00
B) Temporary Labor	0.00
C) Part Time	0.00
D) Transfer	0.00

SUB-TOTAL 13.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 453.00

II) Department Summary of Work Orders for the Month.

<u>Received</u>	<u>Completed</u>	<u>Outstanding</u>	<u>Void</u>	<u>Hours</u>
<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>

III) Department Projects for the Month.

Prepare Complexes for Sports Seasons	16.00	
Other:		
Sub-total Hours on Projects:		16.00

IV) Department Operations and Maintenance for the Month.

Cleaning Fields	85.00	
Turf Management	86.00	
Mowing/Weed eating	75.00	
Building and Grounds	85.00	
Equipment/Vehicles/Shop	90.00	
Office/Meetings	16.00	
Sub-total Hours on Projects:		437.00

TOTAL HOURS FOR DEPARTMENT 453.00

V) Department's Proposed Projects for Next Month

Install New Spindles on Mowers	8.00	
Install New Bed Knives on Turf Mower	16.00	
Total Estimated Hours on Proposed Projects:		24.00

DEPARTMENT: CEMETERY
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: MAR 2021

Regular Personnel Hours Available:

480

LESS:

A)	Vacation Leave/Personal Day	69
B)	Sick Leave	19
C)	Jury Duty	0
D)	Other (holiday/bad weather)	0
E)	Supervision/Funeral	45
SUB-TOTAL		133

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	15
SUB-TOTAL		15

TOTAL HOURS AVAILABLE FOR THE MONTH: 362

Department Summary of Work Orders for the Month

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

Department Projects for the Month

	0
	0
	0

Sub-total Hours on Special Projects: 0

Department Operations and Maintenance for the Month

Mowing & W/E / Funerals	0
Equip & Veh Maint	17
Buildings & Grounds	294.5
Office Operations	49.5

Sub-total Hours on OM Projects: 361

OTHER

OHCA Mtg.	1
	0
	0

1

TOTAL HOURS FOR DEPARTMENT 362

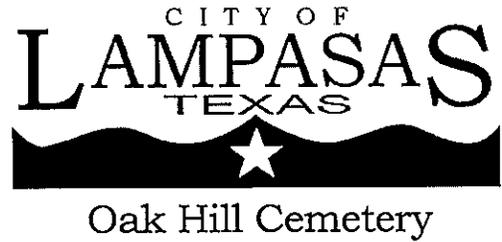
Department's Proposed Projects for next Month

0

0

Total Estimated Hours on Proposed Projects: 0

Memo



To: Chris Eicher, Parks & Rec. Director
From: Duane Griffith Cemetery Crew Leader
Date: 3/30/2021
Re: End of the month report March

Interments	9 (2) cremation
Fee's for over site	\$750.00
Sites sold	6/ \$3,100.00
Niche sales	0
Beautification fund	\$24.00
Visitors Assisted	4
Level & Backfill sites	12
Meetings Attended	1

- Oak Hill Cemetery Assoc. purchased 10 Red Oak trees for Oakhill East

Memo



To: Honorable Mayor and City Council Members
CC: Finley deGraffenried, City Manager
From: Vicki Tower, Parks Secretary/HR Coordinator
Date: April 8, 2021
Re: Monthly Report March 2021

**Parks & Recreation
&
Human Resources**

Brief Monthly Overview – Parks & Recreation

Vicki Tower, Parks Secretary/HR Coordinator

- Attended the City Council Meeting on March 8
- Attended the CIP Meeting on March 11
- Updated and sent out the City Newsletter for April
- Showed the Hostess House on March 12, March 15, March 19 and on March 31
- Staff attended a virtual meeting with Antonio Naylor, Reliance Architecture; and Byron Hendrix, Hendrix Consulting Engineers, to discuss the Hostess House project
- Parks Secretary responsibilities including purchase orders, Airport Hangar waiting list, Airport Hangar vacancies, Hostess House reservations and requests, Ruth Eakin Theatre reservations, Pavilion reservations, coordinating events and assisting with various ongoing projects.

Brief Monthly Overview - Human Resources

Vicki Tower, Parks Secretary/HR Coordinator

- Interviews for the Part-Time Utility Clerk position
- New Hire paperwork and orientation for the new Part-Time Utility Clerk
- Posted Police Officer position and P/T Citizens Collection Station Worker position
- Continue to work on filing and organizing HR files
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks

Personnel Information – Currently

- Current: 111 Full-time positions, 13 Part-time positions and 3 Seasonal positions
- Posted Vacancies:
 - Full-time: Park Maintenance Technician, Light Equipment Operator and Police Officer
 - Part-Time: Citizens Collection Station Worker
 - Seasonal: Pool Maintenance Technician, Pool Maintenance Supervisor, Pool Manager, Assistant Pool Manager, Seasonal Pool Lifeguards and/or Headguards, and Cashiers / Head Cashier

Memo

To: Finley deGraffenried, City Manager
 From: Monica Wright, Director of Information Systems
 Date: Thursday, April 8, 2021
 Re: March 2021 Monthly Report



Information
Systems

IT Service Tickets:

March 2020	March 2021	
244	483	+239 service tickets

Social Media Stats:

	March 2020	March 2021	
Facebook Followers	5,926	6,760	+834 FB page followers
Twitter Followers	546	623	+77 Twitter followers

Website Payments:

	March 2020	March 2021	
City Utility	398 \$125,049.83	561 \$173,142.90	+163 online payments +\$48,093.07
Municipal Court	35 \$8,388.28	33 \$12,929.37	-2 online payments +\$4,541.09

Website Stats:

	March 2020	March 2021	
Page Visits	52,450	16,468	-35,982 visits
Page Views	60,028	32,958	-27,070 page views
Downloads	26,987	2,865	-24,122 downloads

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

IT Supported Hardware:

PCs	92
Servers	21
Firewalls	3
Laptops	51
Printers	63
Wireless Access Points (WAP)	16
Switches	20
Network Attached Storage (NAS)	7
Tablets	10
Verizon Aircards	41
IT Supported Software	30+ applications

FY 2020/2021 Projects:

- Configure/replace (2) City network firewalls *(completed)*
- Relocate City firewalls to IT Building *(completed)*
- Configure/install new anti-virus software on client pcs/servers *(completed)*
- Configure/replace City Hall POE switch *(completed)*
- AT&T contract executed for increased bandwidth *(completed)*
- Replace 100M fiber circuit with 500M circuit/relocate from CH to IT Building *(completed)*
- Assist PD & Cardinal with CAD implementation *(completed)*
- Configure/replace (2) PD POE fiber switches *(completed)*
- Configure/replace fiber POE switch at Municipal Court *(completed)*
- Configure/replace fiber POE switch at Library *(completed)*
- Configure/install replacement Library firewall *(completed)*
- Dispose of old/outdated/broken IT equipment from City Hall *(completed)*
- Configure/replace old receipt printers *(completed)*
- Configure/replace PD Toughbooks *(completed)*
- Modify/adopt employee computer use policy *(completed)*
- Configure/install replacement credit card readers with chip readers *(completed)*
- Obtain quotes for replacement IT Building windows *(completed)*
- Configure/replace Library Useful server/patron thin clients *(April-May 2021)*
- City wide cyber security training for all employees *(April-June 2021)*
- PD CJIS audit *(FY 20-21)*
- Obtain quotes/configure/replace (10) PCs *(FY 20-21)*
- Add email archive integration with Microsoft o365 *(FY 20-21)*
- Upgrade all outdated Microsoft Office software on PCs *(FY 20-21)*
- Schedule IT Building (7) windows replacement *(FY 20-21)*
- Build IT Server room wall w/ door *(FY 20-21)*
- Implement cloud storage for audio/video retention *(FY 20-21)*
- Configure/install security cameras at Calvert Municipal Building *(FY 20-21)*
- Configure/install (1) WAP's (wireless access points) at Animal Shelter *(FY 20-21)*
- Install replacement 100ft fiber patch cable at Old City Hall *(FY 20-21)*
- Obtain Quote from Tyler Technology to upgrade Incode *(FY 20-21)*
- Obtain Quote for replacement Meter Reader handhelds/software *(FY 20-21)*

March Projects:

- Purchased 25ft A/V cables to extend AV microphones at Calvert Building/installed
- Obtained quote for (2) replacement WWW tablets/ordered
- Configured/installed (8) chip readers at City Hall & Muni Court
- Purchased/configured PD fiber switch for Cardinal CAD project
- Completed DPS Cardinal CAD interface questionnaire
- Configured firewall/Cardinal VPN connection for Cardinal CAD/NLETS
- Ran fiber from IT Building to PD with assistance of Electric Department
- Renewed annual Microsoft o365 Exchange
- Adopted new employee IT computer policy
- Configured firewall for SCADA remote access software
- Posted Town Hall meeting on website/social media
- Attended Town Hall Meeting
- Obtained quotes for (7) replacement IT Building windows/awarded bid
- Purchased IT Building training table/chairs
- Completed IT Building side door awning
- StorageCraft backup software annual renewal
- Configured/replaced PD Toughbook/added to inventory
- Had City logo added to photo contest prizes

- Made changes to Covid-19 webpage
- Ordered handheld recorder for board meetings at various locations/added to inventory
- Updated Building & Planning website content
- Replaced PD Dispatch 1 & 2 PC's/added to inventory
- Contacted Itron regarding Meter Reader replacement handhelds/EOL
- Azbell Electronics was onsite to discuss future AV plans at Calvert Building

April Projects:

- Deploy State DIR required cyber security training module to employees
- Configure/install Library Useful hardware/software upgrade
- Configure Library firewall for new Useful system
- Configure PD PC's & car unit laptops with Cardinal CAD remote desktop connection
- Decommission PD Badge Server after Cardinal CAD implementation
- Configure/install (5) replacement desktop PCs/add to inventory
- Contact Incode regarding OS upgrade on host server
- Configure/issue out Animal Shelter laptop/add to inventory
- Update software/maintenance auto renewals with new City MC
- Quote for replacement meter reader switch/purchase/install/add to inventory
- Assist the Fire Department with setting up software for Covid-19 vaccine schedules
- Quote for (3) 2012 Windows Server upgrade licenses to Windows Server 2019
- New IT policy PowerPoint/Training for all employees
- Winter storm after action website & social media analytics report
- Contact Civic Plus regarding timeline for the re-design of both EDC & City Website
- Configure WG firewall cluster w/ high availability
- TSM onsite to assist with WG firewall cluster
- Schedule IT Building window replacement
- Push out weekly Covid-19 updates on website/social media
- FY 21-22 Budget Planning/Quotes
- Post Spring Ho events on website/social media
- Post upcoming golf tournaments on website/social media
- Research options/Quote for replacement Meter Reader handhelds/budget FY 21-22
- Research Incode Upgrade Options/Quote for Incode SQL v9/Budget FY 21-22
- Research electronic timesheet software by reaching out to TAGITM to see what other Cities use

Daily/Weekly/Monthly Tasks:

- Send out employee cyber training phishing tests
- OS updates on all NAS devices
- OS updates to firewalls/WAPs
- Install Windows updates on City/PD servers & workstations
- Content updates to LEDC Website/Facebook/Twitter
- Content updates to the City Website/Facebook/Twitter
- Setup recurring dlvr.it posts
- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus / spyware definitions and apply security patches to computers/servers
- Order toner needed in each department
- Prepare reports for and attend directors meeting and City Council meeting
- IT monthly report
- LEDC website analytics monthly report
- Continued education of network security threats

- Continued research of applications/software for departments
- Documentation for all software/hardware configurations
- Setup Council Live Stream meetings
- Create cyber security phishing campaigns/deploy to employees

Future Projects & Goals:

- Complete State required Cyber Security Employee Training (*annual*)
- Upgrades to Microsoft Office licenses (*FY-20-21*)
- IT Building Server Room Wall with locking door (*FY 20-21*)
- Replace (7) IT Building windows (*FY 20-21*)
- Adopt future amendments to IT Computer Policy (*FY 21-22*)
- Configure/install wireless access point (WAP) at Animal Shelter (*FY 20-21*)
- Replace Library Useful server/hardware/software (*FY 20-21*)
- Installation of security cameras at Old City Hall (*FY 20-21*)
- Free re-design of City & EDC websites (*FY 21-22*)
- Microsoft Office Exchange Email Archive Integration (*FY 21-22*)
- Point to Point wireless Internet solution for locations not on fiber (*FY 21-22*)
- Migrate Incode software to cloud/SQL solution (*FY 21-22*)
- City fiber network added to mapping layers (*uncertain*)
- Research/implement timesheet/time off request software (*uncertain*)

LAMPASAS PUBLIC LIBRARY

MARCH 2021

Circulation	We circulated 3,874 items in March, which is up 25.7% from February (3,082). March is a longer month to begin with, and we did not have any closures, as opposed to February (Presidents' Day and winter storm).
Door Count	There were 2,123 visitors during March, which is up 50.1% from February (1,414).
Internet Usage	There were 193 Internet sessions in March, compared to 61 in February (up 226.2%). On March 10, we opened up three (3) more computers and did away with appointments; it is first come, first served again.
Wifi Usage	We had 96 distinct clients use the public wifi in March, which is up 95.9% from February. There was an average of 6 users per day, up 100% from last month.
Text Interactions	We communicated, via text messages, with 79 unique phone numbers in March, which is down 11.2% from February (89). We sent/received a total of 366 messages, which is down 23.6% from last month (479).
Summer Reading	We received a donation from FMC Science for summer reading programs and prizes. We appreciate Dr. Cain's generosity, as we try to get our summer reading program going again; we did not have a program at all last year due to the pandemic.
March Programs	Our March Books & Badgers guest storyteller was 2020 Miss Spring Ho Laurcy Belle Bender. She did a great job; her story time has had 667 views! The Family story time reader was Aubriela Martinez, daughter of Kelly Martinez. She did a great job as well, and we appreciate both young ladies reading for us. Staff members continue to provide bi-weekly virtual story times, as well as a special story time each month for HeadStart. In addition to her regular story time (<u>How to Catch a Leprechaun</u> , 178 views), Emily did two extra virtual programs during spring break – a craft (leprechaun house trap, 149 views) and a science experiment (float your boat, 75 views).
Upcoming Programs	In April, Cara Humphreys from FMC Science will be our Books & Badgers reader, and Library Board member Kathryn Hail and her boys will read for our Family Story Time. Staff will also do their bi-weekly story times. All story times are virtual (Facebook Live).



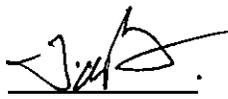
City of Lampasas

M E M O

To: Mayor and City Council
 From: Finley deGraffenried
 Re: Manager's Report
 Date: 23 April 2021

- CIP The Capital Improvement Program Committee met on April 22nd to continue work on the FY 2022 - 2027 Plan. The Committee met at the Historic Colored School and took the opportunity to tour the New Hope Baptist Church with Reverend Majors. Other items on the Committee's agenda included a presentation on Way-Finding signage as a means to promote the City's brand, and highlight tourist attractions and business; and Street and Park projects for inclusion in the Plan.
- Hillside Acres As a follow-up, the City Attorney, in consultation with First State Bank Burnet, has approved the format for a performance guarantee. Staff have made final, non-substantive, changes in the Development Agreement and packaged all exhibits. The Development Agreement has been forwarded to the property owner for review and execution. The final plat has not been signed or filed pending return of the executed Development Agreement and related documents.
- Development Two major retail projects continue to make progress in Lampasas. CEFCO is preparing the site on 190 and East Fourth including detention pond to the east, and tank locations to the west. Although several large trees were removed from the site, the landscaping plan calls for planting of 31 additional trees and Bermuda sod where required. Whataburger has poured their slab and completed all underground utility work. Overhead phone relocation remains by AT&T.
- AT&T Joint Use After some additional contact from City staff and our consultants, Local Government Services, the City did receive a call from Debbie Keel, AT&T Regional Director, regarding the long overdue resolution to our Joint Use Pole Attachment Agreement. Ms. Keel apologized for the delay, and suggested we would get the new Agreement back this week. As a reminder, the current agreement and fees date to 1949 at which time there was approximately an equal number of attachments for each entity. With the growth of the City's electric distribution system, the burden has shifted substantially on the City without any updated compensation. As of publication, the City has not received any additional communication from AT&T.

Code Red	As part of the After Action Report, the City, and specifically the Police Department, has been promoting subscription to Code Red and Notify Me notification systems. Residents can be notified by email, text, or phone; and may select the type of notifications they wish to receive including emergencies, public notices, closures and meeting announcements. Sign-up information has been available at City events and facilities.
580 Sports Park	The City has received the conceptual plan for hike and bike trails at the 580 Sports Park. Prior to the next City Council meeting, staff will meet with local stakeholders to determine what can be accomplished between volunteer and in-house manpower and equipment, and what, if anything, will be required from outside sources or contractors. Staff will tentatively place the item on the Workshop agenda May 10.
West Third Street	After heavy rains washed out wet concrete on the pan of the south drain, and washed a mini excavator down-stream, work has been complete on the north and south head walls. Additional, curb and gutter, and street level pans will be formed and will be poured in the next few days. Final paving should be completed in the next two weeks.
Care Flight	Staff and the Fire Chief met this week with representatives from Care Flight, a helicopter ambulance service who is moving into the central Texas area. They currently have one helicopter based in Burnet, and are seeking opportunities to sell membership/insurance for their service. One model they would like to present to Council is a fee included with utility billing, with an opt-out option, in the amount of \$1.00 per month. Staff will place the item on a future agenda based on Council input and direction.
AFNA	After providing two dates and times to Ajinomoto Foods North America to discuss the findings of the wastewater pre-treatment study, the City has yet to confirm a meeting. AFNA will need to coordinate the attendance of their engineers out of state, which may be one issue with the delay. Without confirmation, the parties are targeting May 6 th for a meeting.


City ManagerITEM NO. 7.1

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

Subject:

Discussion and consideration for approval of payment for the expenditure of \$75,541.58 to Motorola Solutions, Inc. for the Lampasas Public Safety Communication System Upgrade Project.

Requested By: Sammy Bailey, Police Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: April 13, 2021

For the agenda of: April 26, 2021

Procurement and Funding Statement:

FY 2020-2021 budget, Capital Expenditures Equipment, 10-520-5515.

Attachments:

- (1.) Motorola Solutions, Inc. Invoice Transaction # 1187049532, pages 1-2,
- (2.) City of Lampasas Purchase Order #00092657, and
- (3.) Project Cost (ROM).

Summary Statement:

The Lampasas Public Safety Communications System Upgrade cost is projected to be \$663,371.95 less \$253,949.68 for equipment/installation of two Dispatch Consoles through the CTCOG grant. This leaves a projected balance for equipment and installation of \$409,422.27, budgeted in the Police Department budget #520-5515. The Lampasas Police Department through vendor Beacom, Gene Aicher, has received the items invoiced by Motorola Solutions, Inc. and most of the installation has been completed. Previous payment of \$333,880.69 has been made, leaving a current balance of \$75,541.58.

Recommendation:

Chief of Police Sammy Bailey seeks a motion to approve payment to Motorola Solutions, Inc., \$75,541.58.

CITY OF LAMPASAS

PURCHASE ORDER # 00092657

11/04/2020

SHIP TO:

CITY OF LAMPASAS
 312 EAST THIRD
 LAMPASAS TX 76550-2840

ISSUED TO:

VEND #: 99-02250 REQ #00092657
 MOTOROLA SOLUTIONS, INC.
 13104 COLLECTIONS CENTER D
 CHICAGO, IL 60693

UNITS	DESCRIPTION	G/L ACCOUNT		PROJECT	PRICE	AMOUNT
0.00	GTR 8000 BASE RADIO	10 -520-5515	EQUIPMENT	-	0.00	400.00
0.00	RACK MOUNT HARDWARE	10 -520-5515	EQUIPMENT	-	0.00	40.00
0.00	ADD VHF 136-174 MHZ	10 -520-5515	EQUIPMENT	-	0.00	5,040.00
0.00	DIGITAL CONVENTIONAL	10 -520-5515	EQUIPMENT	-	0.00	10,250.00
0.00	G SERIES INDOOR CABI	10 -520-5515	EQUIPMENT	-	0.00	1,280.00
0.00	BATTERY TEMP SENSOR	10 -520-5515	EQUIPMENT	-	0.00	160.00
0.00	SUB INSTAL CUST LOC	10 -520-5515	EQUIPMENT	-	0.00	15,900.00
0.00	AVAS-50, COAXIAL CABL	10 -520-5515	EQUIPMENT	-	0.00	999.00
0.00	D-CLASS 7-16 DIN FEM	10 -520-5515	EQUIPMENT	-	0.00	44.62
0.00	GROUNDING KIT FOR 7/8	10 -520-5515	EQUIPMENT	-	0.00	181.50
0.00	7/8 SUPPORT HOIST GR	10 -520-5515	EQUIPMENT	-	0.00	65.00
0.00	MALE PS FOR 1/2 CABL	10 -520-5515	EQUIPMENT	-	0.00	14.73
0.00	7-16 DIN MALE PS	10 -520-5515	EQUIPMENT	-	0.00	14.73
0.00	SUB INSTALL CUS	10 -520-5515	EQUIPMENT	-	0.00	16,152.00
0.00	SUB INSTALL CUST LOC	10 -520-5515	EQUIPMENT	-	0.00	25,000.00

APPROVED BY CITY COUNCIL NOVEMBER 9, 2020

*** TOTAL *** 75,541.58

ORDERED BY : MARY MENDEZ

DEPARTMENT APPROVAL : SAMMY BAILEY



CITY MANAGER APPROVAL : FINLEY deGRAFFENRIED



Motorola Solutions, Inc.
 500 West Monroe
 Chicago IL 60661
 United States
 Federal Tax ID: 36-1115800

ORIGINAL INVOICE

Transaction Number 1187049532		Transaction Date 13-APR-2021		Transaction Total 75,541.58 USD	
P.O. Number 00092657			P.O. Date		Customer Account No 1036355627
Payment Terms Net Due in 30 Days				Payment Due Date 13-MAY-2021	

Visit our website at www.motorolasolutions.com

Bill To Address

LAMPASAS, CITY OF
 ATTN: Accounts Payable
 312 E THIRD
 LAMPASAS TX 76550
 United States

IMPORTANT INFORMATION

Sales Order(s): 0950790050963

OLD # 10-520-5515
 APPROVED *AB*

For all invoice payment inquiries contact
 SLT6AR@motorolasolutions.com
 Telephone: 800-247-2346
 Fax: +1(631)883-4238

SPECIAL INSTRUCTIONS / COMMENTS

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1		GTR 8000 BASE RADIO	1	400.00	400.00
2		RACK MOUNT HARDWARE	1	40.00	40.00
3		ADD VHF 136-174 MHZ	1	5,040.00	5,040.00
4		DIGITAL CONVENTIONAL	1	10,250.00	10,250.00

Please detach here and return the bottom portion with your payment

Payment Coupon

Transaction Number 1187049532	Customer Account No 1036355627	Payment Due Date 13-MAY-2021	Transaction Total 75,541.58 USD	Amount Paid
---	--	--	---	--------------------

Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

LAMPASAS, CITY OF
 ATTN: Accounts Payable
 312 E THIRD
 LAMPASAS TX 76550
 United States

Wire Transfer Details

CHICAGO
 Routing Transit No: 026009593
 SWIFT: BOFAUS3N
 Bank Account No: 3756319819

Send Payments To:



Motorola Solutions, Inc.
 13104 Collections Center Drive
 Chicago IL 60693
 United States
 Please provide your remittance details to:
 US.remittance@motorolasolutions.com

DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED



Motorola Solutions, Inc.
 500 West Monroe
 Chicago IL 60661
 United States
 Federal Tax ID: 36-1115800

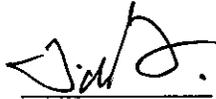
ORIGINAL INVOICE

Transaction Number 1187049532	Transaction Date 13-APR-2021	Transaction Total 75,541.58 USD	
P.O. Number 00092657		P.O. Date	Customer Account No 1036355627
Payment Terms Net Due in 30 Days			Payment Due Date 13-MAY-2021

Visit our website at www.motorolasolutions.com

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
5		G SERIES INDOOR CABI	1	1,280.00	1,280.00
6		BATTERY TEMP SENSOR	1	160.00	160.00
7		SUB INSTALL CUST LOC	1	15,900.00	15,900.00
8		AVA5-50, COAXIAL CABLE	1	999.00	999.00
9		D-CLASS 7-16 DIN FEM	1	44.62	44.62
10		GROUNDING KIT FOR 7/8	1	181.50	181.50
11		7/8 SUPPORT HOIST GR	1	65.00	65.00
12		MALE P5 FOR 1/2 CABLE	1	14.73	14.73
13		7-16 DIN MALE PS	1	14.73	14.73
14		SUB INSTALL CUS	1	16,152.00	16,152.00
15		SUB INSTALL CUST LOC	1	25,000.00	25,000.00
USD Subtotal					75,541.58
USD Total Tax					0.00
USD Total					75,541.58
USD Amount Due					75,541.58

DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED


City Manager

ITEM NO. 7.2

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

Subject:

Discussion and possible action due to a request for the closure of East Second Street from Main Street to Pecan Street on July 11, 2021 from 12 noon until 5:00 p.m.

Requested By: Sammy Bailey, Police Chief and Jeff Smith, Fire Chief

Submitted by: Sammy Bailey, Police Chief

Date Submitted: April 13, 2021

For the agenda of: April 26, 2021

Procurement and Funding Statement:

N/A

Attachments:

Summary Statement:

Andy Fish, owner of the Key Stone Star Hotel, request to have east Second Street closed from Main Street to Pecan from 1:00 p.m.-4:00 p.m. to have in conjunction with the Spring Ho Tour of Homes a Celebration of the History of East Second Street. The celebration would include tours of the Little Hotel, Car Museum and County Museum, Humble Station, Mr. Roman's, and the Santa Fe Depot. They plan to line antique cars, Ferraris, Corvettes, and local hot rods along the roadway and have food trucks at the event.

In an effort to protect the area and those that attend the event the Lampasas Police Department would be required to close through traffic at the following locations; Main Street at East Second Street, Western at East Third and East First Streets, Liveoak, on the East Third Street side at the bank drive thru exit and East First Street, at Pecan Street or if Ajinomoto Foods is in production and using their west parking lot at the far west of the parking lot, with an indicator at Pecan not for through traffic, parking for Ajinomoto employee parking only.

Recommendation:

A motion for approval for East Second Street to be closed from Main Street to Pecan Street, on July 11, 2021 from 12:00 p.m. to 5:00 p.m. for set up and clean up for A Celebration of the History of East Second Street event.




City Manager

ITEM NO. 7.3

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

Subject:

Discussion and possible action regarding award of contract for the retaining walls at WM Brook Park- Sulphur Creek in an amount not to exceed \$33,175.00

Requested By: Finley deGraffenried, City Manager

Submitted By: Chris Eicher, Parks Director

Date Submitted: April 22, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

Budgeted item for the FY20/21- 10-514-5510.01 \$50,000 (Transfer from 68)

Attachments: Proposals

Summary Statement:

The City received two proposals to repair the rock retaining wall on Sulphur Creek. The scope of the project is to demolish 35 feet of existing rock wall and replace with concrete and new rock wall.

M.W.Hail Construcion, Inc.- \$43,385.00

Canales-Dibble-Contractors, Inc.- \$33,175.00

Recommendation:

To consider a motion to award the bid to Canales-Dibble Contractors in the amount of \$33,175.00 to replace the rock wall at Sulphur Creek- WM Brook Park.

Canales - **D**ibble **C**ontractors, Inc.

P. O. Box 789
Lampasas, Texas 76550

(512) 556-5508
Fax (512) 556-6472

*****BID PROPOSAL*****

Date: April 21, 2021
To: Chris
City of Lampasas
312 East Third
Lampasas, Texas 76550
Re: Repair to Rock Retaining Wall on Sulphur Creek
Brook Park, Lampasas

We hereby propose to furnish all labor, material, tools, equipment & supervision to construct the following as directed:

Demolish approx 35 lf of existing rock wall retaining wall on Sulphur Creek and replace with concrete and new rock wall as discussed

FOR A TOTAL PRICE OF.....\$ 33,175.00
=====

Exclusions:

- City to furnish truck & perform suction of dirt in & around wall as needed & discussed
- Haul off of any & all demolished debris by City
- Any and all taxes, permits, fees, & testing

Should you have any questions, please feel free to contact me at your convenience.

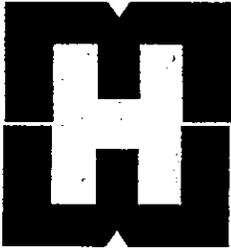
Thank you.

Sincerely,

Canales-Dibble Contractors, Inc.

/s/

Russell S. Dibble
Estimator



**M.W. HAIL
CONSTRUCTION, INC.**

April 15, 2021

Mr. Chris Eicher
312 East Third
Lampasas, Texas 76550

RE: Replace retaining wall

We are pleased to provide a proposal for the above referenced project. The base proposal amount is **Forty-Three Thousand Three Hundred Eighty-Five Dollars (\$ 43,385.00)**. This proposal is valid until accepted in a written contract containing mutually acceptable terms and conditions or until 30 days from the date of this proposal, whichever comes first. Pricing is based on work we did previously on the west end after 2007 flood.

No sales tax

We acknowledge 0 addenda.

The following is included in our base bid amount:

- Project lay out
- Project supervision
- Saw cut concrete for demo
- Demo and remove existing rock wall
- *All excavation done by City*
- Fine grade sub grade
- Compact sub grade
- Place and compact base material
- Place Gabions
- Place rock in Gabions
- Provide and install rock face and walk
- *Owner to approve all grades before final placement of wall*
- Workers Compensation and General Liability
- Final Clean up as related to this scope of work

Exclusions:

- Testing and Permits
- Excavation
- Rock Excavation
- Utilities lines/water/sewer/electric/sprinkler sleeves/etc.
- Signage or lane closures
- Location or relocation of existing utilities
- Temporary structures
- Mass excavation
- SWPPP and erosion control
- Colored, stained, and stamped concrete
- Wash out box/container
- Bonding
- Liquidated damages
- Night/weekend work

Qualifications:

- Adequate access to be provided for trucks, equipment and or concrete trucks.
- 40-hour work week is included in the base bid. Any and all overtime will be an additional charge.
- A safe working environment according to OSHA requirements.
- Price is based on ONE mobilization. Any additional mobilizations will be at a rate of \$1,500.00.

Should you have any questions regarding our proposal please feel free to contact me at your earliest convenience.

Sincerely



Michael W. Hail, President
MW Hail Construction INC.


City Manager

ITEM NO. 7.4

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

Subject:

Discuss and consider a letter provided by Eckermann Engineering regarding work on City Property, specifically the berm on Spring Ho Avenue in preparation for the construction of the new Spring Ho Building.

Requested By: Derrek Eckermann, Eckermann Engineering

Submitted By: Becky Sims, City Secretary

Date Submitted: April 22, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

N/A

Attachments: Letter from Eckermann Engineering

Summary Statement:

This item has been placed on the agenda for Council consideration to allow for contractors to work on City Property while constructing the new Spring Ho Building.

Recommendation:

To consider a motion to allow contractors to work on City Property while constructing the new Spring Ho Building.



April 21, 2021

Mrs. Becky Sims
City Secretary/Zoning Administrator
City of Lampasas
312 E. 3rd Street
Lampasas, Texas 76550

Re: New Spring Ho Building
Request to Grade into City Property

Dear Mrs. Sims:

The Lampasas Spring Ho Festival, Inc. is currently finalizing the design of the new Spring Ho building that will be located at the southwest corner of the intersection of Western Avenue and Spring Ho Avenue. Per our previous discussions, we would like to request permission to grade over the property line and into City property along the berm.

The new building is being designed with a pull through shop bay that can be entered from Spring Ho Avenue and exited onto Western Avenue. Due to the lower street elevation at Spring Ho Avenue compared to Western and the berm, the finished floor elevation (FFE) of the building has been maximized to an elevation just above the top of the berm height. From this FFE, the ground will slope toward the back of the property and require grading/dirt work activities that extend up to approximately 8 feet beyond the Spring Ho property line and into City property.

The majority of the top of the berm is located on the Spring Ho property, while the south edge of the berm and slope is located on City property. Allowing the grading to extend into City property will not lower the overall berm height and will not affect drainage along Sulphur Creek. For reference, the proposed building FFE will be set to approximately elevation 1026.25. Based on the FEMA Flood Insurance Rate Map No.4804300005B dated June 15, 1982, the 100-year base flood elevation is approximately 1017.

Attached is the draft site plan with the approximate grading limits highlighted for your reference.

We appreciate your consideration of this request. Please call me at (512) 556-8160 if you should have any questions.

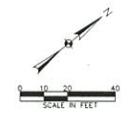
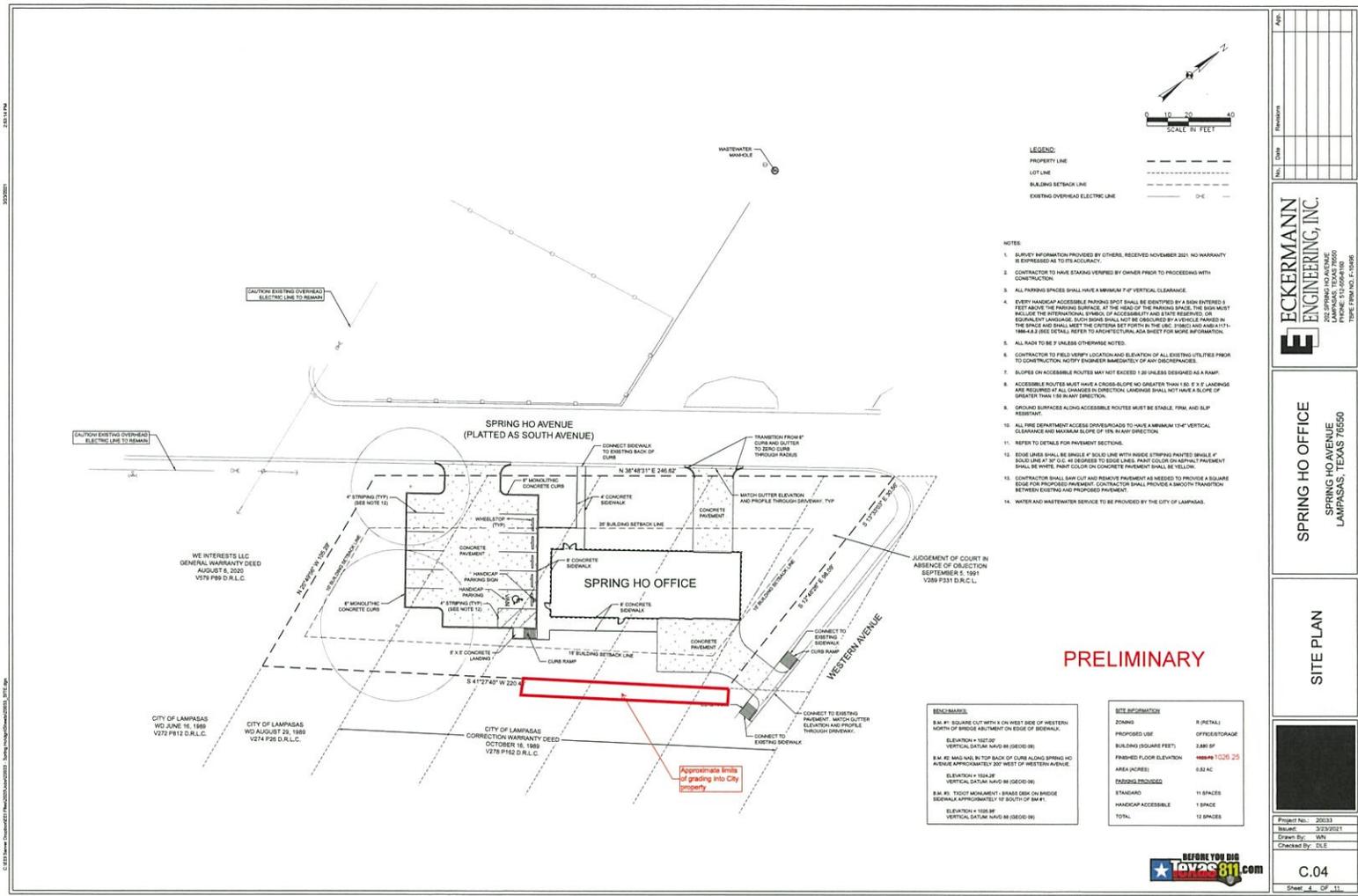
Sincerely,

Eckermann Engineering, Inc.
TBPE Firm No. F-10496

A handwritten signature in blue ink that reads 'Derrek Eckermann'.

Derrek Eckermann P.E.
President

Attachment



- NOTES:
1. SURVEY INFORMATION PROVIDED BY OTHERS, RECEIVED NOVEMBER 2021. NO WARRANTY IS EXPRESSED AS TO ITS ACCURACY.
 2. CONTRACTOR TO HAVE STAKING VERIFIED BY OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.
 3. ALL PARKING SPACES SHALL HAVE A MINIMUM 7' VERTICAL CLEARANCE.
 4. EVERY HANDICAP ACCESSIBLE PARKING SPOT SHALL BE IDENTIFIED BY A SIGN ENTITLED A FEET ABOVE THE PARKING SURFACE, AT THE HEAD OF THE PARKING SPACE. THE SIGN MUST BE 48" TO 60" HIGH. THE SIGN SHALL BE 24" WIDE BY 18" HIGH. THE SIGN SHALL BE EQUIVALENT LANGUAGE. EACH SIGN SHALL NOT BE OBTAINED BY A VEHICLE PARKED IN THE SPACE AND SHALL MEET THE CRITERIA SET FORTH IN THE U.S. (28CFR 38.4 AND 38.411, 1988-4.2) (SEE DETAILS REFER TO ARCHITECTURAL AND SHEET FOR MORE INFORMATION).
 5. ALL HAZ TO BE 2' UNLESS OTHERWISE NOTED.
 6. CONTRACTOR TO FIELD VERIFY LOCATION AND DEPTH OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. NOTIFY ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.
 7. SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 2% UNLESS OTHERWISE AS A RAMP.
 8. ACCESSIBLE ROUTES MUST HAVE A CROSS-SLOPE NO GREATER THAN 1:5. IF LANDSCAPES ARE REQUIRED AT ALL CHANGES IN DIRECTION, LANDSCAPES SHALL NOT HAVE A SLOPE OF GREATER THAN 1:5 IN ANY DIRECTION.
 9. GROUND SURFACES ALONG ACCESSIBLE ROUTES MUST BE STABLE, FIRM, AND SLIP RESISTANT.
 10. ALL FIRE DEPARTMENT ACCESS DRIVEWAYS TO HAVE A MINIMUM 12" VERTICAL CLEARANCE AND MAXIMUM SLOPE OF 1% IN ANY DIRECTION.
 11. REFER TO DETAILS FOR PAVEMENT SECTIONS.
 12. EDGE LINES SHALL BE WHITE IF EDGE LINE WITH WHITE STRIPES PAINTED. WHITE AT SOLID LINE AT 3" O.C. IF DEGREES TO EDGE LINES. PAINT COLOR ON ASPHALT PAVEMENT SHALL BE WHITE. PAINT COLOR ON CONCRETE PAVEMENT SHALL BE YELLOW.
 13. CONTRACTOR SHALL SAW CUT AND REMOVE PAVEMENT AS NEEDED TO PROVIDE A SQUARE EDGE FOR PROPOSED PAVEMENT. CONTRACTOR SHALL PROVIDE A SMOOTH TRANSITION BETWEEN EXISTING AND PROPOSED PAVEMENT.
 14. WATER AND WASTEWATER SERVICE TO BE PROVIDED BY THE CITY OF LAMPASAS.

PRELIMINARY

REMARKS:

B.M. #1 SQUARE CUT WITH 3' ON WEST SIDE OF WESTERN AVENUE APPROXIMATELY 300' WEST OF WESTERN AVENUE.	ELEVATION = 1027.20'	VERTICAL DATUM NAVD 83 (GEOID 83)
B.M. #2 1" X 4" WOOD SIGN IN TOP BACK OF CURB ALONG SPRING HO AVENUE APPROXIMATELY 300' WEST OF WESTERN AVENUE.	ELEVATION = 1026.85'	VERTICAL DATUM NAVD 83 (GEOID 83)
B.M. #3 1" X 4" WOOD SIGN IN TOP BACK OF CURB ALONG SPRING HO AVENUE APPROXIMATELY 300' WEST OF WESTERN AVENUE.	ELEVATION = 1026.85'	VERTICAL DATUM NAVD 83 (GEOID 83)

SITE INFORMATION:

ZONING	R (DETAL)
PERMITTED USE	OFFICE/STORAGE
BUILDING SQUARE FEET	2,885 SF
FINISHED FLOOR ELEVATION	1026.25'
AREA (ACRES)	0.83 AC
PARKING SPACES	11 SPACES
STANDARD	11 SPACES
HANDICAP ACCESSIBLE	1 SPACE
TOTAL	12 SPACES

Project No: 202311
 Sheet: 3/2/2023
 Created By: WJL
 Checked By: DJL

ECKERMANN ENGINEERING, INC.
 1107 S. 10TH ST., SUITE 100
 LAMPASAS, TEXAS 76850
 PHONE: 817-686-8100
 FAX: 817-686-8101

SPRING HO OFFICE
 SPRING HO AVENUE
 LAMPASAS, TEXAS 76850

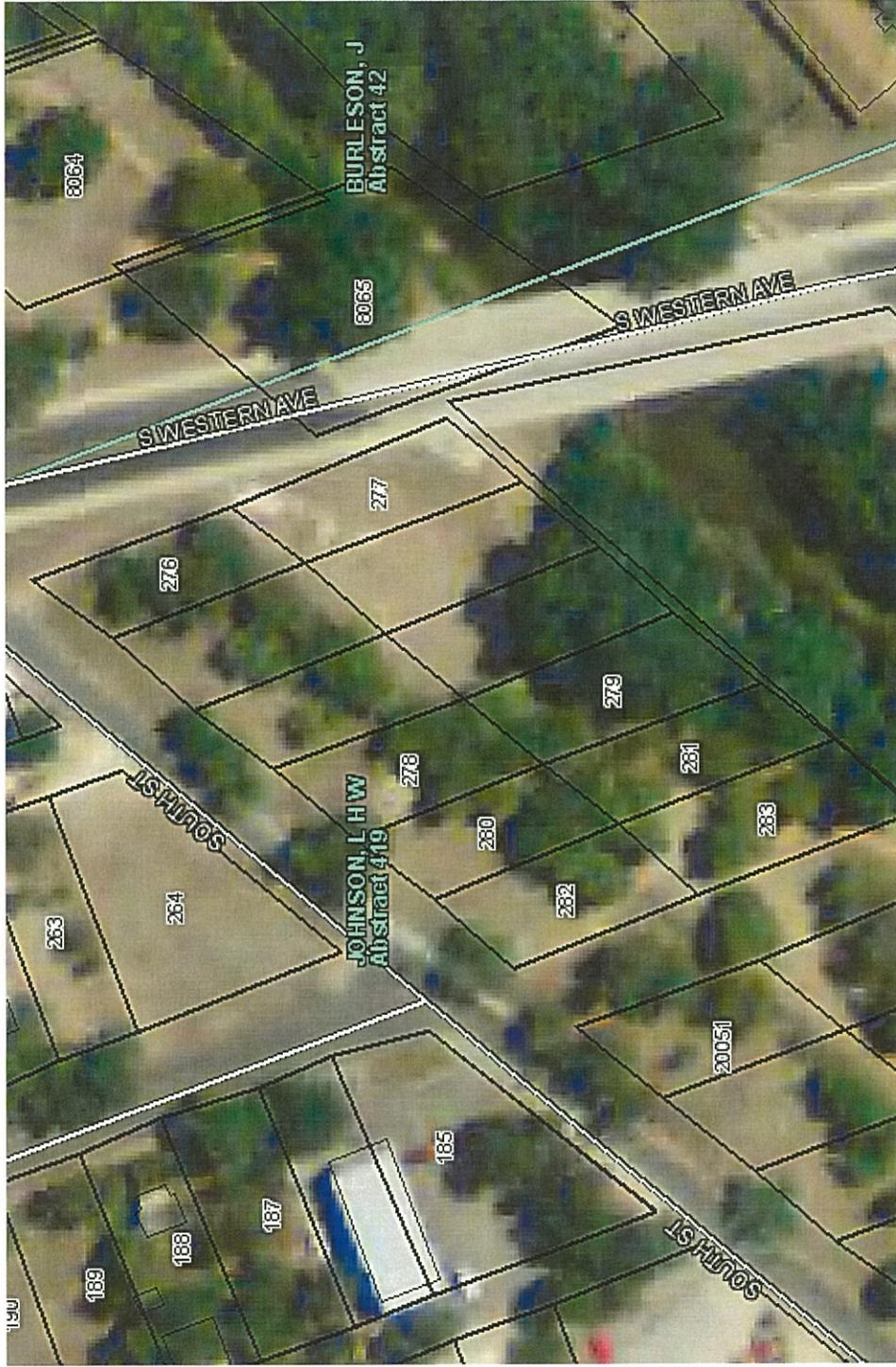
SITE PLAN

BEFORE YOU DIG
 CALL 811

Project No: 202311
 Sheet: 3/2/2023
 Created By: WJL
 Checked By: DJL

C.04
 Sheet 4 of 11

City of Lampasas PARCELS 277, 279, 281, 283




City Manager

ITEM NO. 7.5

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

Subject:

Discussion and possible action regarding Lampasas County Chamber of Commerce & Visitor Center First and Second Quarter Reports

Requested By: Melissa Unger, Chamber Director

Submitted By: Becky Sims, City Secretary

Date Submitted: April 22, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

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

Attachments: Q1 & Q2 Combined

Summary Statement:

Lampasas County Chamber of Commerce & Visitor Center is requesting reimbursement in the amount of \$19,514.22 for their combined First and Second Quarter Report. This reimbursement includes a portion of expenses related to building maintenance, postage, supplies, webmaster, phone/internet service, utilities, brochures, copier and Chamber Director Annual Salary. Melissa Unger will be in attendance should you have any questions related to the report.

Recommendation:

To consider a motion to accept the combined First & Second Quarter Chamber of Commerce and Visitor Center Report and reimbursement in the amount of \$19,514.22.

Lampasas County Chamber of Commerce & Visitor Center
 Hotel Motel Budget & Bi-Annual Report- Budget submitted each July
 October 1, 2020- September 30, 2021
 Balance Sheet: (Encumbered Funds) *Reimburse General Fund Account

Submitted & Approved- July 27, 2020
 2020-2021 Proj. Budget
 2020-2021 Fund Request
 Oct.-Mar. 2020/21 (Submit Apr.)
 Apr.-Sept. 2021 (Submit Oct.)
 Balance 1st & 2nd Quarter
 Balance 3rd & 4th Quarter
 Balance

Expense	Description	2020-2021 Proj. Budget	2020-2021 Fund Request	Oct.-Mar. 2020/21 (Submit Apr.)	Apr.-Sept. 2021 (Submit Oct.)
Administrative Fee 40%	Portion of budget to be used for staff annual salaries.	80,000	\$ 32,000.00	\$ 15,944.27	\$ 16,055.73
Visitor Center Seasonal Staff 100%	March through Sept. on Saturday's, 10am-4pm.	1,800	\$ 1,800.00	\$ -	\$ 1,800.00
Lampasas Promotions 100%	Tourism Ads Placed In Publications Outside The immediate zip codes (76550,76539,76853). Visitor & Hunting Guides			\$ 263.17	\$ (263.17)
Visitor Center Brochures 100%	Distribution of Brochures/Promo Items: including an inviting description with photos, annual events and etc...distributed to visitors, travel centers, chambers, CVB's and DMO's. <i>Attached Texas Travel & Tourism Statistics</i>			\$ 802.84	\$ 897.16
Copier / Copies 40%	Used for producing printed materials to promote the Lampasas Community.	4,250	\$ 1,700.00		
Postage 40%	PO Box. Postage to mail relocation packets, travel information and other material requests.	1,400	\$ 560.00	\$ 135.97	\$ 424.03
General Supplies 40%	Bags, paper, envelopes, etc. to be used for the distribution of tourism and information. Supplies used to maintain visitor center.	2,500	\$ 1,000.00	\$ 116.61	\$ 883.39
Website 40%	Visitor Center and Chamber of Commerce website and mobile app. hosted by ChamberMaster/GrowthZone.- See Attached Reports	3,750	\$ 1,500.00	\$ 705.60	\$ 794.40
Phones & Internet 40%	Phone, Software & Internet Monthly charges which are tourism and visitor center related.	3,550	\$ 1,420.00	\$ 280.82	\$ 1,139.18
Utilities 40%	Electric, water, and trash to operate the VC.	3,050	\$ 1,220.00	\$ 572.90	\$ 647.10
Building 40%	Building Maintenance & Insurance Premiums	5,500	\$ 2,200.00	\$ 692.04	\$ 1,507.96
Annual Visitor Center Dues 100%	Texas Assoc. Dues (TTIA/TCCET/HLA/TACVB)	400	\$ 400.00	\$ -	\$ 400.00
Hill Country Trail Region 100%	Membership Dues in the Hill Country Trail Region and travel to meetings.	0	\$ -	\$ -	\$ -
Tourism Conferences Apply for funding	Registration for Texas Travel Tourism Seminars and the TACVB Tourism, Marketing Seminar and Visitor Bureau training.			\$ -	\$ -
TOTAL FUNDING REQUEST			\$ 106,200.00	\$ 43,800.00	\$ 19,514.22
				\$ 24,285.78	\$ -

QUARTERLY STATUS REPORT

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

CHAMBER OF COMMERCE & VISITOR CENTER OVERVIEW (OCTOBER 1, 2020– MARCH 31, 2021)

WEBSITE VIEWS	
PER MODULE	BUSINESS DIRECTORY: 38284 EVENTS: 33770 COUPONS: 749 JOBS: 1090 INFO. REQUESTS: 1536 NEWS: 588 WEATHER: 311 MEMBER SIGNUP: 542 MARKETPLACE: 0 SPONSORS: 26
SOCIAL MEDIA	FACEBOOK: 3,591 LINKEDIN: 362
MEMBERSHIP REFERRALS/RELOCATION	CURRENT: 253 /GROWTH RATE: 10.11% (Gained 27) DECLINE: 5.24%- (Lost 14) MEMBER REFERRALS: 198 RELOCATION PACKETS/BROCHURE REQUESTS: 58
VISITOR CENTER BUDGET	SEE ATTACHED STATEMENTS
VISITOR CENTER TRAFFIC	INSTATE: 2021 OUT OF STATE: 35
OCCUPANCY RATES	HOTELS: (Requested- No Response) BED & BREAKFASTS: N/A RV PARKS/CAMPGROUNDS: Not recorded

EVENTS OVERVIEW

CHAMBER EVENTS	Lampasas Beer Barn- Ribbon Cutting- October 2, 2020 ~ The Hidden Pearl- Ribbon Cutting- October 9, 2020, HEB Staff Meeting- Chamber Conf. Rm., October 15, 2020 ~ Chamber Board Meetings- October 20, 2020, November 17, 2020, December 15, 2020 ~ Casino Night, Riata Rodeo, & 10K Meetings- Chamber Conference Room ~ Myrick Taxidermy- Ribbon Cutting- November 20, 2020 ~ Various Webinars with SBA, Roger Williams, and Better Business Bureau ~ CASA 101 Luncheon- Chamber Board Room- March 4, 2021 ~ Lampasas Community Gardens- Ribbon Cutting at Hannah Springs Sculpture Garden ~ Nextlink Internet- Ribbon Cutting- March 30, 2021 Weekly E-Newsletter and Social media posts supporting various community events & fundraisers (beyond just Chamber members.)
COLLABORATIVE EVENTS	Carol of Lights- Downtown Square with CYSA- December 5, 2020 ~ Christmas on the Creek- W.M. Brook Park with VISION- December 12, 2020 ~ Fire Dept. Toy Drive Luncheon- December 14, 2020 (Cancelled) ~ Ribbon Cutting with County Jail- March 3, 2021 ~ Farmer's Market w/ organizers & members- Started March 20, 2021

WHAT'S NEXT?

Tues., April 13, 2021	Heritage Funeral Home Open House
Mon.- Sun. July 5-11, 2021	Spring Ho Festival
Sat. July 10, 2021	Toughest 10k, 5k, & 1-Mile Run
Thurs.-Sun. July 29-31, 2021	Hoffpauir Riata Roundup Rodeo
Fri.-Sat. Sept. 10-11, 2021	Lampasas Beer Barn LTX BBQ Fest
<u>Supporting Various Events:</u> Crawfish Boils, Races, Fundraisers	Wine Events, Festivals, Concerts, Promotions & More (Members)
Ribbon Cuttings & Open House events booking for May-Sept.	Information to be reported on next 6-month report

Website Statistics: Views by Module (SEO modules only)

Views By Module (SEO modules only)									
Directory	Events	Coupons	Jobs	InfoReq	News	Weather	Member Signup	Marketplace	Sponsor Ads
38284	33770	749	1090	1536	588	311	542	0	26

TxDOT TRAVEL LITERATURE PROGRAM

Lampasas County Chamber of Commerce

(name of center/city)

TRAVEL INFORMATION CENTER

VISITATION TOTALS

YEAR <u>2020</u>	VISITOR TOTALS PER MONTH	IN-STATE AND OUT- OF-STATE MONTHLY VISITOR TOTALS	QUARTERLY TOTALS
JANUARY	482	# In-State ___ 461___ # Out-of-State ___ 21___	TOTALS: Jan/Feb/Mar # Visitors _ 1,121___ # In-State _ 1,080___ # Out-of-State _ 41___
FEBRUARY	359	# In-State ___ 355___ # Out-of-State ___ 4___	
MARCH	280	# In-State ___ 264___ # Out-of-State ___ 16___	
APRIL	178	# In-State ___ 178___ # Out-of-State ___ 0___	TOTALS: Apr/May/Jun # Visitors ___ 856___ # In-State ___ 853___ # Out-of-State _ 3___
MAY	212	# In-State ___ 212___ # Out-of-State ___ 0___	
JUNE	466	# In-State ___ 463___ # Out-of-State ___ 3___	
JULY	368	# In-State ___ 365___ # Out-of-State _ 3___	TOTALS: Jul/Aug/Sep # Visitors _ 1,120___ # In-State _ 1,114___ # Out-of-State _ 6___
AUGUST	356	# In-State ___ 356___ # Out-of-State ___ 0___	
SEPTEMBER	396	# In-State ___ 393___ # Out-of-State ___ 3___	
OCTOBER	378	# In-State ___ 371___ # Out-of-State ___ 7___	TOTALS: Oct/Nov/Dec # Visitors ___ 1030___ # In-State ___ 1015___ # Out-of-State ___ 15___
NOVEMBER	379	# In-State ___ 376___ # Out-of-State ___ 3___	
DECEMBER	273	# In-State ___ 268___ # Out-of-State ___ 5___	

Texas Department of Transportation D16-062194

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

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

TxDOT TRAVEL LITERATURE PROGRAM

Lampasas County Chamber of Commerce

(name of center/city)

TRAVEL INFORMATION CENTER

VISITATION TOTALS

YEAR <u>2021</u>	VISITOR TOTALS PER MONTH	IN-STATE AND OUT-OF-STATE MONTHLY VISITOR TOTALS	QUARTERLY TOTALS
JANUARY	312	# In-State _____ 310 # Out-of-State 2	TOTALS: Jan/Feb/Mar # Visitors _____ # In-State 1006 # Out-of-State 20
FEBRUARY	254	# In-State 252 # Out-of-State 2	
MARCH	460	# In-State 444 # Out-of-State 16	
APRIL		# In-State _____ # Out-of-State _____	TOTALS: Apr/May/June # Visitors _____ # In-State _____ # Out-of-State _____
MAY		# In-State _____ # Out-of-State _____	
JUNE		# In-State _____ # Out-of-State _____	
JULY		# In-State _____ # Out-of-State _____	TOTALS: Jul/Aug/Sep # Visitors _____ # In-State _____ # Out-of-State _____
AUGUST		# In-State _____ # Out-of-State _____	
SEPTEMBER		# In-State _____ # Out-of-State _____	
OCTOBER		# In-State _____ # Out-of-State _____	TOTALS: Oct/Nov/Dec # Visitors _____ # In-State _____ # Out-of-State _____
NOVEMBER		# In-State _____ # Out-of-State _____	
DECEMBER		# In-State _____ # Out-of-State _____	

Texas Department of Transportation D16-062194

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

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

Growth/Decline Rate (10/1/2020 - 3/31/2021)

Current Membership: 253 active/courtesy members
 Membership Growth: 10.11% (27 members)
 Membership Decline: 5.24% (14 members)
 Cumulative Growth Rate: 4.87% (13 members)

**Membership Growth Report
 10/1/2020 - 3/31/2021**

Member Name	Primary Contact	Join Date	Drop Date	Sales Rep
<u>OnSite Disposal</u>	Lealand Raiford	4/9/2019	3/11/2021	
<u>Carol Lee-Bear Real Estate Services</u>	Carol Lee	1/17/2020	3/11/2021	
<u>Air Evac Lifeteam (Killeen)</u>	null	11/7/2019	3/11/2021	
<u>All Country Travel Center</u>	Kathi Nauert		3/10/2021	
<u>Buck N Buffalo Lodge</u>	Barbara Postel	10/2/2019	3/1/2021	
<u>Lampasas County Area Go Texan</u>	null	7/14/2016	2/26/2021	
<u>BKCW Insurance</u>	Allison Walker	5/19/2020	2/26/2021	
<u>Triad HR Consulting</u>	Dorothy Person	5/19/2017	1/27/2021	
<u>Tellurian Inc.</u>	null	12/10/2019	1/8/2021	
<u>Hodges & Sargent Pharmacy</u>	Kasha Clark		1/6/2021	
<u>Lampasas Public Library</u>	Shanda Subia	2/4/2016	12/22/2020	
<u>Lampasas, City of</u>	Becky Sims		12/22/2020	
<u>Oliver, Ross</u>	Ross Oliver	3/28/2017	11/6/2020	
<u>Centex Cryotherapy</u>	Sonja Morris	8/4/2017	10/8/2020	<i>Merged w/ Curves (still a member)</i>
<u>Myles Haider</u>	null	3/10/2021		
<u>Miles Haider</u>	null	3/10/2021		
<u>TX Hill Country Foods</u>	Robert (Bob) Davis	10/16/2020		
<u>Surge Companies</u>	Bob Davis	10/16/2020		
<u>Wild Hearts Salon & Boutique</u>	Tina Varner	11/3/2020		
<u>Texas HomePro</u>	Dwayne Beal	11/3/2020		
<u>M.A. Ray Construction L.L.C.</u>	Michael Ray	11/10/2020		
<u>Ross Oliver/Oliver Ranch</u>	Ross Oliver	11/12/2020		
<u>Heart of Texas Hospice-Hill Country, LLC</u>	Bobbie Jackson, RN.	11/24/2020		
<u>Standards Home Health Care</u>	Elisa Miller	12/11/2020		
<u>Howdy Enterprise</u>	Calie Turley	12/11/2020		
<u>Gabby's Creations and Vinyl Boutique</u>	Homero Bazaldua	1/13/2021		
<u>FMCScience, LLC</u>	Kimberly Rhoades	1/25/2021		
<u>Hancock Park Golf Association</u>	Doug Allen	1/28/2021		
<u>Prynt Shop</u>	Fantasia Hoyt	1/29/2021		
<u>Lampasas Beer Market</u>	Gencl Kraeniq	1/29/2021		
<u>Nextlink Internet</u>	Lucy Pope	2/1/2021		
<u>Lonestar Social Services</u>	Dr. James Mercer	2/4/2021		
<u>Kempner Family Community Development Center</u>	Brian Parker	2/4/2021		
<u>Blue Springs Pool and Construction</u>	TJ Wright	2/23/2021		
<u>Lampasas Community Gardens</u>	Janet Crozier	3/1/2021		
<u>WT Excavation LLC</u>	Warren Thornton	3/5/2021		
<u>Family Taekwondo Center-Lampasas</u>	Master Lee	3/10/2021		
<u>All Season Lawn, Landscape, Lighting, LLC</u>	Felecia Perez	3/12/2021		
<u>4F Services & Materials, LLC</u>	Felecia Perez	3/12/2021		
<u>Central Texas Cabinets & Countertops LLC</u>	Carolyn Harrell	3/26/2021		
<u>Alamo Coffee Company</u>	Aaron Cornish	3/8/2021		

mapped
low

Report Generated April 11, 2021 at 02:17 PM



508 S Key Ave
Lampasas, Tx
76550

www.2BSigns.com

Fax 888.501.0321

Invoice

6387

Date

2/17/2021

512.556.0321

2BSigns@Gmail.com

Bill To

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

Terms

10 NET CHECK

PO #

Membership QTY

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

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

Description	QTY Per Set	Unit Cost Per QTY	Total for QTY
Digital graphics, for outdoor usage. Material: DECAL - Performance Vinyl Size: 3.5 x 5 Imprint: FULL COLOR QTY: 280 PER SET / PER DESIGN Finish: Sheet Cut, Custom cut shape to a custom/specific size/shape as requested by customer. Corners: Radius Exterior mount	280	.93	263.17
Normal production time is scheduled to be completed within 3 - 5 working days STARTING from date of design/layout approval, material approval, QTY approval and terms. If there are any issues and/or delays that will cause the order to run longer than what is listed you will be notified A.S.A.P. Normal Production Cutoff is 1:00PM Central Time RUSH service available with prior approval			0.00

100% = \$263.17

Thank You 😊

13007

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

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

Sales Tax (8.25%) \$0.00

Balance Due \$263.17

Total \$263.17

Remittance Section

230

TLC Office Systems

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

Invoice Number: 27756495
Agreement Number: 015-1421841-000
Invoice Print Date: 09/07/2020
Due Date: 10/03/2020
Total Due: \$332.35

FORWARDING SERVICE REQUESTED

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

Use enclosed envelope and make check payable to:



MDG2015 00019966 1 AB 0.41
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005



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



000015142184100000000002775649500000000000332353

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

TLC Office Systems

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

Invoice Number: 27756495
Due Date: 10/03/2020
Total Due: \$332.35

Important Messages

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

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

Thank you! We value your business.

Invoice Detail

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

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



Total Due

\$332.35

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

40% = \$132.94

Copier = \$ 802.84



Remittance Section

230

TLC Office Systems

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

Invoice Number: 27966418
Agreement Number: 015-1421841-000
Invoice Print Date: 10/09/2020
Due Date: 11/03/2020
Total Due: \$332.35

FORWARDING SERVICE REQUESTED

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

Use enclosed envelope and make check payable to:



MDG2015 00049748 1 MB 0.43

ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005



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



00001514218410000000000279664180000000000332351

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

TLC Office Systems

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

Invoice Number: 27966418
Due Date: 11/03/2020
Total Due: \$332.35

Important Messages

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

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

Thank you! We value your business.

Invoice Detail

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

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



Total Due

\$332.35

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

40% = \$132.94



TLC Office Systems

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

Remittance Section

230

Invoice Number: 28154891
Agreement Number: 015-1421841-000
Invoice Print Date: 11/09/2020
Due Date: 12/03/2020
Total Due: \$332.35

FORWARDING SERVICE REQUESTED

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

Use enclosed envelope and make check payable to:

MDG2015 00000600 1 AB 0.41
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005

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



000015142184100000000002815489100000000000332359

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

TLC Office Systems

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

Invoice Number: 28154891
Due Date: 12/03/2020
Total Due: \$332.35

Important Messages

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

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

Thank you! We value your business.

Invoice Detail

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

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



Total Due

\$332.35

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

40% = \$132.94



Remittance Section

230

TLC Office Systems

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

Invoice Number: 28346912
Agreement Number: 015-1421841-000
Invoice Print Date: 12/09/2020
Due Date: 01/03/2021
Total Due: \$332.35

FORWARDING SERVICE REQUESTED

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

Use enclosed envelope and make check payable to:



MDG2015 00054462 1 AB 0.41

ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005



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



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

TLC Office Systems

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

Invoice Number: 28346912
Due Date: 01/03/2021
Total Due: \$332.35

Important Messages

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

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

Thank you! We value your business.

Invoice Detail

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

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



Total Due

\$332.35

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

40% = \$132.94



Invoice No: 28AR307006

Date: 1/13/2021

Account No: LC08

*Pl. via CC
1/15 \$12.99*

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

Ship To: Lampasas County Chamber of Commerce
Attn: Front Desk #A3882
205 South Highway 281
Lampasas, TX 76550
USA

Sales Order No	P. O. Number	Ship Method	Payment Terms	Payment Policy					
SO189053		UPS	30 Days	see below					
Remarks				Sales Person					
Thanks for your business with TLC! -Skylar Townley, 713-590-8559				Skylar Townley					
Item No	Description	Serial No	Order	Ship	BkO	UM	Price	Disc	Amount
MX-60NTBA	Sharp MX3070N/3050N/3550N/3570N/4050N/ 4070N/5070N/6070N Black Toner Contract: MX3050V-85074817-01 Equipment: A3882 Serial Number: 85074817 Model: SHMX3050V Location:		1.0	1.0	0.0	Each	\$0.00		\$0.00



THANK YOU.. WE APPRECIATE YOUR BUSINESS!
PLEASE REMIT ALL PAYMENTS TO:
TLC Office Systems
L-3791
Columbus, OH 43260-3791
713-695-3900

Subtotal	\$0.00
Discount	\$0.00
Freight	\$12.00
Sales Tax	\$0.99
Invoice Total	\$12.99
Balance Due	\$12.99

Inv#: 28AR307006

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

For immediate payment processing please use the link below:
<https://www.securevcheck.com/?id=tlcoffice&template=phone>

4090 = 45.20

TLC Office Systems

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

Remittance Section

230

Invoice Number: 28541076
Agreement Number: 015-1421841-000
Invoice Print Date: 01/11/2021
Due Date: 02/03/2021
Total Due: \$332.35

FORWARDING SERVICE REQUESTED

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

Use enclosed envelope and make check payable to:

MDG2015 00007968 1 AB 0.41
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005

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



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

TLC Office Systems

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

Invoice Number: 28541076
Due Date: 02/03/2021
Total Due: \$332.35

Important Messages

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

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

Thank you! We value your business.

Invoice Detail

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

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



Total Due

\$332.35

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

40% = \$132.94



Remittance Section

230

TLC Office Systems

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

Invoice Number: 28731220
Agreement Number: 015-1421841-000
Invoice Print Date: 02/08/2021
Due Date: 03/03/2021
Total Due: \$332.35

FORWARDING SERVICE REQUESTED

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

Use enclosed envelope and make check payable to:

MDG2015 00013729 1 AB 0.42
ATTN: ACCOUNTS PAYABLE
LAMPASAS COUNTY CHAMBER OF COMMERCE
PO BOX 627
LAMPASAS TX 76550-0005

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



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

TLC Office Systems

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

Invoice Number: 28731220
Due Date: 03/03/2021
Total Due: \$332.35

Important Messages

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

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

Thank you! We value your business.

Invoice Detail

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

For more information about your invoice, please:

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



Total Due

\$332.35

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of 3%

40% = \$132.94





LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
(800)275-8777

10/08/2020

02:00 PM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope Grapevine, TX 76051 Weight: 0 lb 4.40 oz Estimated Delivery Date Tue 10/13/2020	1		\$1.80

Grand Total: **\$1.80**

Debit Card Remitted **\$1.80**
Card Name: MasterCard
Account #: XXXXXXXXXXXX5430
Approval #
Transaction #: 496
Receipt #: 017827
Debit Card Purchase: \$1.80
AID: A0000000042203 Chip
AL: Debit
PIN: Verified

Total = \$339.93
40% = \$135.97



LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
(800)275-8777

10/23/2020

09:30 AM

Product	Qty	Unit Price	Price
First-Class Mail® Letter Fredericksburg, TX 78624 Weight: 0 lb 3.10 oz Estimated Delivery Date Mon 10/26/2020	1		\$1.00
First-Class Mail® Letter Bouse, AZ 85325 Weight: 0 lb 3.30 oz Estimated Delivery Date Tue 10/27/2020	1		\$1.00

Grand Total: **\$2.00**

Debit Card Remitted **\$2.00**
Card Name: MasterCard
Account #: XXXXXXXXXXXX5430
Approval #
Transaction #: 545
Receipt #: 017882
Debit Card Purchase: \$2.00
AID: A0000000042203 Chip
AL: Debit
PIN: Verified



LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
(800)275-8777

11/24/2020

12:53 PM

Product	Qty	Unit Price	Price
Media Mail® Goldthwaite, TX 76844 Weight: 1 lb 3.00 oz Estimated Delivery Date Sat 11/28/2020 Tracking #: 9 49 0156 3556 0329 3416 79	1		\$3.33

Product	Qty	Unit Price	Price
First-Class Mail® Letter Del Rio, TX 78840 Weight: 0 lb 2.00 oz Estimated Delivery Date Sat 11/28/2020	1		\$0.70

Grand Total: **\$4.03**

Debit Card Remitted **\$4.03**



LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
(800)275-8777

12/02/2020

12:15 PM

Product	Qty	Unit Price	Price
Box Renewal Zip Code: 76550 Box #: 627 Rental Start Date: 01/01/2021 Next Renewal Date: 12/31/2021 Customer Name: MOLLY LESLEY			\$150.00

Product	Qty	Unit Price	Price
First-Class Mail® Letter Brownwood, TX 76801 Weight: 0 lb 2.60 oz Estimated Delivery Date Sat 12/05/2020	1		\$0.85

Changed name!

Product	Qty	Unit Price	Price
US Flag Coil/100	1	\$55.00	\$55.00

Grand Total: **\$205.85**

Debit Card Remitted **\$205.85**
Card Name: MasterCard
Account #: XXXXXXXXXXXX5430
Approval #
Transaction #: 977
Receipt #: 018343
Debit Card Purchase: \$205.85
AID: A0000000042203 Chip
AL: Debit
PIN: Verified

130



LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
(800)275-8777

04:38 PM

12/16/2020

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope Manchester, NH 03102 Weight: 0 lb 3.50 oz Estimated Delivery Date Mon 12/21/2020	1		\$1.60
First-Class Mail® Large Envelope Temple City, CA 91780 Weight: 0 lb 2.20 oz Estimated Delivery Date Mon 12/21/2020	1		\$1.40

Grand Total: ~~\$3.00~~ \$3.00

Debit Card Remitted \$3.00
Card Name: MasterCard
Account #: XXXXXXXXXXXX5430
Approval #
Transaction #: 280
Receipt #: 018665
Debit Card Purchase: \$3.00
AID: A0000000042203
AL: Debit
Chip



LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
(800)275-8777

12:24 PM

01/06/2021

Product	Qty	Unit Price	Price
US Flag Coll/100	1	\$55.00	\$55.00

Grand Total: ~~\$55.00~~ \$55.00

Debit Card Remitted \$55.00
Card Name: MasterCard
Account #: XXXXXXXXXXXX5430
Approval #
Transaction #: 503
Receipt #: 018895
Debit Card Purchase: \$55.00
AID: A0000000042203
AL: Debit
PIN: Verified
Chip



LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
(800)275-8777

01:50 PM

01/22/2021

Product	Qty	Unit Price	Price
Priority Mail® 2-Day 1 Ingleside, IL 60041 Weight: 1 lb 13.30 oz Expected Delivery Date Mon 01/25/2021 Tracking #: 9505 5156 3557 1022 3589 02			\$10.90
Insurance Up to \$50.00 included			\$0.00
Total			\$10.90
US Flag Coll/100	1	\$55.00	\$55.00

Grand Total: ~~\$65.90~~ \$65.90

Debit Card Remitted \$65.90
Card Name: MasterCard
Account #: XXXXXXXXXXXX5430
Approval #
Transaction #: 697
Receipt #: 019102
Debit Card Purchase: \$65.90
AID: A0000000042203
AL: Debit
PIN: Verified
Chip



LAMPASAS
1700 E 4TH ST
LAMPASAS, TX 76550-9998
(800)275-8777

01:01 PM

02/09/2021

Product	Qty	Unit Price	Price
First-Class Mail® Letter Brenham, TX 77833 Weight: 0 lb 2.90 oz Estimated Delivery Date Sat 02/06/2021	1		\$0.95

Grand Total: ~~\$0.95~~ \$0.95

Cash \$1.00
Change -\$0.05



LAMPASAS
 1700 E 4TH ST
 LAMPASAS, TX 76550-9998
 (800)275-8777

09:24 AM

03/08/2021

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope Austin, TX 78759 Weight: 0 lb 2.20 oz Estimated Delivery Date Thu 03/11/2021	1		\$1.40

Grand Total: ~~1.40~~ \$2.00
 Cash \$2.00
 Change -\$0.60

 USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

40% = Website
 \$705.60

INVOICE	DATE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
259061			10/1/2020 Bank Payment py_0HXNlsOaiKbG3VYIr9GD eEMw		-20.00
259061	10/1/2020	1.00	CM Pro Package with App	274.00	274.00
259061			10/1/2020 Bank Payment py_0HXNlsOaiKbG3VYIr9GD eEMw		-274.00
263571	11/1/2020	1.00	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
263571			11/1/2020 Bank Payment py_0HidVpOaiKbG3VYISGVY 9kQF		-20.00
263571	11/1/2020	1.00	CM Pro Package with App	274.00	274.00
263571			11/1/2020 Bank Payment py_0HidVpOaiKbG3VYISGVY 9kQF		-274.00
265532	12/1/2020	1.00	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
265532			12/1/2020 Bank Payment py_0HtVmHOaiKbG3VYIZ22c QoXC		-20.00
265532	12/1/2020	1.00	CM Pro Package with App	274.00	274.00
265532			12/1/2020 Bank Payment py_0HtVmHOaiKbG3VYIZ22c QoXC		-274.00
268999	1/1/2021	1.00	CM Pro Package with App	274.00	274.00
268999			1/1/2021 Bank Payment py_0I4kazOaiKbG3VYI1AZA0 whX		-274.00
268999	1/1/2021	1.00	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
268999			1/1/2021 Bank Payment py_0I4kazOaiKbG3VYI1AZA0 whX		-20.00
272273	2/1/2021	1.00	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
272273			2/1/2021 Bank Payment		-20.00

INVOICE	DATE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
			py_01FzKW0aiKbG3VYISRfvC SB9		
272273	2/1/2021	1.00	CM Pro Package with App	274.00	274.00
272273			2/1/2021 Bank Payment py_01FzKW0aiKbG3VYISRfvC SB9		-274.00
276775	3/1/2021	1.00	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
276775			3/1/2021 Bank Payment py_01Q8lpOaiKbG3VYIIVSey Z0		-20.00
276775	3/1/2021	1.00	CM Pro Package with App	274.00	274.00
276775			3/1/2021 Bank Payment py_01Q8lpOaiKbG3VYIIVSey Z0		-274.00
280128	4/1/2021	1.00	Integrated Payment Process Payment Gateway Connect Fee	20.00	20.00
280128			4/1/2021 Bank Payment py_01bMfOaiKbG3VYI8YK0E K76		-20.00
280128	4/1/2021	1.00	CM Pro Package with App	274.00	274.00
280128			4/1/2021 Bank Payment py_01bMfOaiKbG3VYI8YK0E K76		-274.00
TOTAL PURCHASES					29,749.17
TOTAL PAYMENTS/CREDITS					29,749.17
TOTAL REMAINING BALANCE					0.00

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE
0.00	0.00	0.00	0.00



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

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

Want to stop receiving paper bills and enjoy the convenience of paperless billing? Enroll at att.com/paperless

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



40% = \$39.14

*phone/Internet
\$280.82*

Account summary

Your last bill	\$93.16
Payment, Sep 25 - Thank you!	-\$93.16
Remaining balance	\$0.00

Service summary

Internet	<i>Page 2</i>	\$43.01
Phone	<i>Page 2</i>	\$54.83
Total services		\$97.84

Total due

\$97.84

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

Ways to pay and manage your account:





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

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

Want to stop receiving paper bills and enjoy the convenience of paperless billing? Enroll at att.com/paperless

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



Account summary

Your last bill	\$97.84
Payment, Oct 25 - Thank you!	-\$97.84
Remaining balance	\$0.00

Service summary

Internet	<i>Page 2</i>	\$43.01
Phone	<i>Page 2</i>	\$59.33
Total services		\$102.34

Total due **\$102.34**

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

Ways to pay and manage your account:

myAT&T app
 iPhone and Android

att.com/pay

Ordering, billing or support
 800.321.2000



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

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

Want to stop receiving paper bills and enjoy the convenience of paperless billing? Enroll at att.com/paperless

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



40% = \$46.82

Account summary

Your last bill	\$102.34
Payment, Nov 25 - Thank you!	-\$102.34
<hr/>	
Remaining balance	\$0.00

Service summary

 Internet	\$43.01	Page 2	Last bill \$43.01
 Phone	\$74.05	Page 2	Last bill \$59.33, Difference +\$14.72

What's changed?

< Promotion expired

Total services \$117.06

Total due **\$117.06**

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

Ways to pay and manage your account:

 myAT&T app
 iPhone and Android

 att.com/pay

 Ordering, billing or support
 800.321.2000



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

Page: 1 of 3
 Issue Date: Jan 03, 2021
 Account Number: 133110940

Want to stop receiving paper bills and enjoy the convenience of paperless billing? Enroll at att.com/paperless

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



Account summary

Your last bill	\$117.06
Payment, Dec 25 - Thank you!	-\$117.06
Remaining balance	\$0.00

Service summary

Internet	Page 2	\$43.01
Phone	Page 2	\$75.83
Total services		\$118.84

Total due **\$118.84**

AutoPay is scheduled to debit your bank account on Jan 25, 2021

Ways to pay and manage your account:





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

Page: 1 of 3
 Issue Date: Feb 03, 2021
 Account Number: 133110940

Want to stop receiving paper bills and enjoy the convenience of paperless billing? Enroll at att.com/paperless

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



Handwritten note: 40% = \$54.56

Account summary

Your last bill	\$118.84
Payment, Jan 25 - Thank you!	-\$118.84
Remaining balance	\$0.00

Service summary

 Internet	\$60.56
<small>Page 2</small>	<small>Last bill \$43.01, Difference +\$17.55</small>
 Phone	\$75.83
<small>Page 2</small>	<small>Last bill \$75.83</small>
Total services	\$136.39

What's changed?

< Monthly charges, Service changes

Total due

\$136.39

AutoPay is scheduled to debit your bank account on Feb 24, 2021

Ways to pay and manage your account:





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

Page: 1 of 3
 Issue Date: Mar 03, 2021
 Account Number: 133110940

Want to stop receiving paper bills and enjoy the convenience of paperless billing? Enroll at att.com/paperless

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



Handwritten note in a circle: $40\% = \$51.84$

Account summary	
Your last bill	\$136.39
Payment, Feb 24 - Thank you!	-\$136.39
Remaining balance	\$0.00

Service summary	
Internet <i>Page 2</i>	\$53.76
Phone <i>Page 2</i>	\$75.83
Total services	\$129.59

Total due **\$129.59**
 AutoPay is scheduled to debit your bank account on Mar 24, 2021

Ways to pay and manage your account:

myAT&T app
 iPhone and Android

att.com/pay

Ordering, billing or support
800.321.2000

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

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

ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE
05-7955-02	8/24/20	9/24/20	10/15/20

CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18805	18812	7	35.22
EL	70185	71025	840	109.07
SW	SEWER			30.49
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			14.41

*ck# 12975
pd. 10/10*

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
231.79	10/15/20	286.53

SERVICE ADDRESS: 205 281 HWY 5



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

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

ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE
05-7955-02	9/24/20	10/23/20	11/15/20

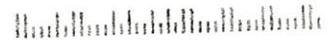
CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18812	18820	8	35.48
EL	71025	71462	437	63.70
SW	SEWER			30.49
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			10.67

*pd. ck# 12981
11/3*

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
213.14	11/15/20	233.39

SERVICE ADDRESS: 205 281 HWY 5



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

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

ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE
05-7955-02	10/23/20	11/24/20	12/15/20

CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18820	18825	5	34.30
EL	71462	71775	313	49.74
SW	SEWER			30.49
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			9.51

pd. ck# 12991

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
175.64	12/15/20	215.35

SERVICE ADDRESS: 205 281 HWY 5



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

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

ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE
05-7955-02	11/24/20	12/23/20	1/15/21

CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18825	18831	6	34.76
EL	71775	72292	517	72.70
SW	SEWER			30.49
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			11.41

*pd. ck# 13001
1/8*

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
231.94	1/15/21	243.02

SERVICE ADDRESS: 205 281 HWY 5



*Utilities
40% = \$572.90*

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

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

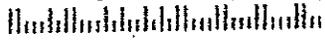
ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE	
05-7955-02	12/23/20			
CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18831	18835	4	33.84
EL	72292	73046	754	100.14
SW	SEWER			30.49
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			13.67

pd. 2/3

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
	2/15/21	274.44

SERVICE ADDRESS: 205 281 HWY 5



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

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

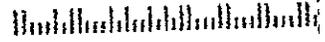
ACCOUNT NUMBER	SERVICE FROM	SERVICE TO	DUE DATE	
05-7955-02	1/26/21			
CODE	METER READING		USAGE	AMOUNT
	PREVIOUS	PRESENT		
WA	18835	18843	8	35.68
EL	73046	74088	1042	132.85
SW	SEWER			30.49
GR	GARBAGE			65.60
SM	STREET			7.00
TX	TAX			16.37

pd. Cust# 13014

10% PENALTY IF NOT PAID BY THE DUE DATE

NET	AFTER THIS DATE PAY GROSS	GROSS
	3/15/21	315.16

SERVICE ADDRESS: 205 281 HWY 5



Payment Coupon

(00334272)

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

<http://www.gotopbs.com/wcb/>
CHECK ACCOUNT/PAY ONLINE: Your username is "1064-123000". Your password is "N2e" unless you have changed it.

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



Account #	PAYMENT #
1064-123000	2
IF PAYMENT IS RECEIVED BY	REGULAR PAYMENT AMOUNT
10/22/2020	268.19
IF PAYMENT IS RECEIVED AFTER	LATE PAYMENT AMOUNT
11/1/2020	281.60
AMOUNT PAID	

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

PAYMENT #
2
CHECK #
DATE PAID
AMOUNT PAID

Payment Coupon

(00334272)

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

<http://www.gotopbs.com/wcb/>
CHECK ACCOUNT/PAY ONLINE: Your username is "1064-123000". Your password is "N2e" unless you have changed it.

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



Account #	PAYMENT #
1064-123000	3
IF PAYMENT IS RECEIVED BY	REGULAR PAYMENT AMOUNT
11/22/2020	268.19
IF PAYMENT IS RECEIVED AFTER	LATE PAYMENT AMOUNT
12/2/2020	281.60
AMOUNT PAID	

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

PAYMENT #
3
CHECK #
DATE PAID
AMOUNT PAID

4090 = \$643.66

INPUT1 - PMCV01(01/06)
Building Grounds
& Maintenance
\$ 692.04

Payment Coupon

(00334272)

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

<http://www.gotopbs.com/wcb/>
CHECK ACCOUNT/PAY ONLINE: Your username is "1064-123000". Your password is "N2e" unless you have changed it.

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



Account #	PAYMENT #
1064-123000	4
IF PAYMENT IS RECEIVED BY	REGULAR PAYMENT AMOUNT
12/22/2020	268.19
IF PAYMENT IS RECEIVED AFTER	LATE PAYMENT AMOUNT
1/1/2021	281.60
AMOUNT PAID	

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

PAYMENT #
4
CHECK #
DATE PAID
AMOUNT PAID
143



Payment Coupon

(00334272)

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

<http://www.gotopbs.com/wcb/>
CHECK ACCOUNT/PAY ONLINE: Your username is "1064-123000". Your password is "N2e" unless you have changed it.

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

Account #	PAYMENT #
1064-123000	5
IF PAYMENT IS RECEIVED BY	REGULAR PAYMENT AMOUNT
1/22/2021	268.19
IF PAYMENT IS RECEIVED AFTER	LATE PAYMENT AMOUNT
2/1/2021	281.60

AMOUNT PAID

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



PAYMENT #
5
CHECK #
DATE PAID
AMOUNT PAID

Payment Coupon

(00334272)

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

<http://www.gotopbs.com/wcb/>
CHECK ACCOUNT/PAY ONLINE: Your username is "1064-123000". Your password is "N2e" unless you have changed it.

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

Account #	PAYMENT #
1064-123000	6
IF PAYMENT IS RECEIVED BY	REGULAR PAYMENT AMOUNT
2/22/2021	268.19
IF PAYMENT IS RECEIVED AFTER	LATE PAYMENT AMOUNT
3/4/2021	281.60

AMOUNT PAID

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



PAYMENT #
6
CHECK #
DATE PAID
AMOUNT PAID

INPUT1 - PMCV01(01/06)

Payment Coupon

(00334272)

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

<http://www.gotopbs.com/wcb/>
CHECK ACCOUNT/PAY ONLINE: Your username is "1064-123000". Your password is "N2e" unless you have changed it.

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

Account #	PAYMENT #
1064-123000	7
IF PAYMENT IS RECEIVED BY	REGULAR PAYMENT AMOUNT
3/22/2021	268.19
IF PAYMENT IS RECEIVED AFTER	LATE PAYMENT AMOUNT
4/1/2021	281.60

AMOUNT PAID

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



PAYMENT #
7
CHECK #
DATE PAID
AMOUNT PAID



Hooten Plumbing Inc.
 P.O. Box 1523
 Lampasas, TX 76550 US
 (512)556-4722
 hootenplumbing@gmail.com

Invoice 10040

BILL TO
 Lampasas Chamber of
 Commerce
 205 US-281
 Lampasas, TX 76550

DATE 10/01/2020	PLEASE PAY \$61.05	DUE DATE 10/01/2020
--------------------	------------------------------	------------------------

ACTIVITY	QTY	AMOUNT
Services Replaced fill valve on toilet ***BILLED @ DISCOUNTED RATE*** Tech: AJ kf/ch	1	40.00
Parts Sold:Fluidmaster Fluidmaster	1	17.95T
Parts Sold:Supplies SSF	1	1.50T
Complaints may be filed at: www.tsbpe.state.tx.us M-38216		
	SUBTOTAL	59.45
	TAX (8.25%)	1.60
	TOTAL	61.05

TOTAL DUE **\$61.05**

THANK YOU.

*pd. ck #12979
on 10/29*

40% = 24.42

DROPOX LOCATED ON FRONT DOOR OR CARD PAYMENT VIA PHONE- THANK YOU FOR YOUR BUSINESS!



Hooten Plumbing Inc.
 P.O. Box 1523
 Lampasas, TX 76550 US
 (512)556-4722
 hootenplumbing@gmail.com

Invoice 10041

BILL TO
 Lampasas Chamber of
 Commerce
 205 US-281
 Lampasas, TX 76550

DATE 10/13/2020	PLEASE PAY \$59.92	DUE DATE 10/13/2020
--------------------	-----------------------	------------------------

ACTIVITY	QTY	AMOUNT
Services Reset toilet due to new flooring ***DISCOUNTED RATE APPLIED*** Tech: John kf/ch	1	40.00
Parts Sold:Wax Ring Wax Ring	1	7.00T
Parts Sold:Closet Bolts Closet Bolts	2	9.90T
Parts Sold:Supplies SSF	1	1.50T

Complaints may be filed at:
www.tsbpe.state.tx.us
 M-38216

SUBTOTAL	58.40
TAX (8.25%)	1.52
TOTAL	59.92

TOTAL DUE **\$59.92**

THANK YOU.

*Pd. ck #12979
on 10/29*

40% = \$23.97

DROPOX LOCATED ON FRONT DOOR OR CARD PAYMENT VIA PHONE- THANK YOU FOR YOUR BUSINESS!

Give us feedback @ survey.walmart.com
Thank you! ID #:7PB4C9CMFY



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

Office Supplies

ST# 01073	OP# 004754	TR# 02	TR# 08150
1ST AID KIT	068113122831H		9.88 X
PLANTER	088612009779		9.74 X
COMET POWDER	081000344023		0.82 X
AEROSOL	004650073332		0.97 X
AEROSOL	004650073339		0.97 X
AEROSOL	004650073335		0.97 X
AEROSOL	004650073340		0.97 X
SG 2TB	076364913235		59.00 X
2YRPROTECTPL	068113102129		6.00 X
GV 8OCT FAC	007874223350		1.32 X
GV 8OCT FAC	007874223350		1.32 X
DISTINFECTANT	0078742235261		2.67 X
GVDSFCTNTWPL	068113102607		1.83 X

Hard Drive

SUBTOTAL 96.46
GIFT CARD 087458604793 50.00 D
SUBTOTAL 146.46
TAX 1 8.250 % 7.96
TOTAL 154.42

DEBIT TEND 154.42
CHANGE DUE 0.00
EFT DEBIT PAY FROM PRIMARY
154.42 TOTAL PURCHASE

Debit ***** 5430 I 1
REF # 027500563162
PAYMENT DECLINED - REASON 55
Debit
AID A0000000042203
AAC E90857679088C771
TERMINAL # SC010765
10/01/20 14:26:32

EFT DEBIT PAY FROM PRIMARY
154.42 TOTAL PURCHASE
Debit ***** 5430 I 1
REF # 027500836489
NETWORK ID. 0076 APPR CODE 001087
Debit
AID A0000000042203
AAC 6EE94988CB3D78E5
TERMINAL # SC010765
10/01/20 14:27:00

SHOP CARD ACTIVATION 50.00
ACCOUNT 618154686047****
ITEMS SOLD 13
TC# 7926 9021 7039 6881 4874 9



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

Office Supplies

ST# 01073	OP# 004741	TR# 05	TR# 08100
GVDSFCTNTWPL	068113102607		1.83 X
AEROSOL	004650073340		0.97 X
AEROSOL	004650073339		0.97 X
LIQUID GLUE	007934068587		1.97 X
GOOD CLEA	007128787016		1.83 X
ENVELOPES	008522761748		9.24 X

SUBTOTAL 16.81
TAX 1 8.250 % 1.39
TOTAL 18.20
DEBIT TEND 18.20
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY
18.20 TOTAL PURCHASE
Debit ***** 5430 I 1
REF # 035600158631
NETWORK ID. 0076 APPR CODE 501947
Debit
AID A0000000042203
AAC 3590C0158FCC9782
TERMINAL # SC010486
12/21/20 12:42:25

ITEMS SOLD 6
TC# 8134 0715 4050 0637 140



12/21/20 12:42:31

General Supplies
\$ 116.61

Total = \$188.76

40% = ~~75.50~~
\$75.50

SAM'S CLUB Self Checkout

CLUB MEMBER JERRY GARCIA
(254) 415-4885

01/16/21 14:52 6127 06245 092 9092

6922 PAPER TOWEL	14.91 T
SUBTOTAL	14.91
TAX 1 8.250 %	1.23
TOTAL	16.14
MCARD TEND	16.14

Mastercard ***** 4301 I 3
APPROVAL # 09679P
AID A0000000041010
AAC 641D6A166C65D5A8
TERMINAL # SC112512
CHANGE DUE 0.00

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ITEMS SOLD 1

TC# 9541 2241 6583 4114 2552



*** MEMBER COPY ***

Here's your Pickup receipt



Order 5919394991

Dear Melissa Unger,

Thank you for shopping at **SamsClub.com**! We show your order was recently picked up at Sam's Club using our **Pickup** service. This is your receipt and confirmation of the final, billed amount.

Order # 5919394991

Pick up completed at:

Club # 6245

Harker Heights, TX, 76548

(254)415-4885

Pick up date and time:

Friday, 10/02/20

6:43 PM CST

Pickup Person:

MELISSA UNGER

ITEM DETAILS

	ORDERED QTY	PICKED UP QTY	UNIT PRICE	ITEM SUBTOTAL
POM2PLYBATHTISSUE - 662368	1	1	\$20.98	\$20.98
MMCOPYPAPERCASE - 980204735	1	1	\$27.98	\$27.98
Order Subtotal				\$48.96
Tax				\$4.04
Order Total				\$53.00

Total \$53.00

4090 = \$21.20

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City ManagerITEM NO. 7.6

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

Subject:

Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$1500.00 for event expenses related to the Annual Toughest 10K, 5K & 1-Mile Run on July 10, 2021.

Requested By: Melissa Unger, Chamber Director

Submitted By: Becky Sims, City Secretary

Date Submitted: April 22, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

Funds are available in HOT Fund 40 in the City of Lampasas FY 2020/2021 Budget.

Attachments: HOT Fund Request Form

Summary Statement:

The attached request is eligible for HOT funding. The funds requested will be used for advertising, promotion, participant goodie bags, timing company and race coordinator. A portion of the revenue is allocated to Spring Ho, therefore increasing the reach and advertising expense. The expected attendance for this event is between 300-500. The 5K and 10K events are part of the Centex Race Series; which is prominent in the racing community and brings more participants.

Historical Funding:

July 2018- \$454.00

July 2019- \$1079.85

July 2020- \$912.42

Melissa Unger, Chamber Director will be in attendance to address any questions Council may have regarding event.

Recommendation:

To consider a motion to approve HOT funds in the amount of \$1500.00 for the Annual Toughest 10K, 5K & 1-Mile Run on July 10, 2021.

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

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

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

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

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

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

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

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

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

Proposed Marketing Plan for Funded Event

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

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

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

Application

Organization Information

Date: April 9, 2020

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

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

City, State, Zip: Lampasas, TX 76550

Contact Name: Melissa Unger

Contact Phone Number: 512-556-5172

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

Is your organization: Non-Profit Private/For Profit

Tax ID #: 74-736310 Entity's Creation Date: 1977

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

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

Date of Event or Project: July 10, 2021

Primary Location of Event or Project: Hancock Park Pavilion

Amount Requested: \$1,500.00

How will the funds be used: For advertising and promotion of races and lodging options in Lampasas. We will utilize a timing company & race coordinator for the event which includes vendors and three runs. By providing a timed and organized event with the most up-to-date technology we can draw attendees from outside of Lampasas County and grow participation, bringing tourism to Lampasas. Since this event happens during Spring Ho festivities and a portion of the revenue is allocated to Spring Ho, the need to expand the attendee base is crucial to the success of both Spring Ho and the event. The methods in which this event is advertised has increased each year to include multiple mediums some of which have a fee and others which are FREE. We have also become a race in the Centex Race Series which gives our race more validity in the racing community and provides the opportunity to appeal to participants looking to attend a race which includes points they can obtain throughout the year.

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

Percentage of Hotel Tax Support of Related Costs

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

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

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

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

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

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

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

3. Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity. \$700.00

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

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

Expenses including promotional expenses, related to a sporting event in which most participants are tourists who substantially increase economic activity at hotels and motels within the city or its vicinity. \$800.00

Sporting Related Event Funding:

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

If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county? 150+

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

Questions for All Funding Requests:

How many years have you held this Event or Project; or how many years have you been operating the qualified facility: 41

Expected Attendance: 300-500

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

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

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: No- not available during this time due to Spring Ho.

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? Spring Ho rates

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:

<u>City</u>	<u>Month/Year Held</u>	<u>Assistance Amount</u>	<u>Number of Hotel Rooms Used</u>
Lampasas, TX	July 2020	\$912.42	(Requested, but hotels no longer supply)
Lampasas, TX	July 2019	\$1,079.85	“ “
Lampasas, TX	July 2018	\$454.00	“ “

How will you measure the impact of your event on area hotel activity? Through surveying lodging facilities in the area and runner registrations/attendee count.

Please list other organizations, government entities and grants that have offered financial support to your project: We estimate approximately 6 sponsors for the event. (Limited due to Spring Ho restrictions)

Please check all promotion efforts your organization is coordinating, and the amount financially committed to each media outlet: *(See attached HOT Funding Expense Breakdown)*

Social Media: \$100 Newspaper & Magazine: \$400 (also FREE articles/ads and event listings)

Radio \$0 TV & Online: FREE listings on their event calendars

Press Releases to Media: Listings on timing company's website, RunSignUp page, Emailed out to Media

Other: \$200 Promoting via email marketing on various run site websites, at gyms/health clubs/and regional races via fliers.

What areas does your advertising and promotion reach: We will advertise in statewide runners' magazines (online), as well as on social media. Spring Ho advertising also includes our event. The reach will be in the state of Texas and bordering states.

What number of individuals will your proposed marketing reach that are in another city or county? Millions of people living outside of Lampasas County (digital.)

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

**2021 Toughest 10k in Texas 10k, 5k & 1-mile Race
Advertising Plan and HOT Funding Request Break-Down**

ADVERTISING (40-100%)

Social Media	
Facebook	\$ 100.00
Press Releases to Media	\$ 0.00
Print Publications	
(Dispatch, Ft. Hood, Harker Heights, Belton, Highland Lakes) 1-week schedules, online advertising	\$ 400.00
Texas Press Online	
Statewide online advertising	\$ 0.00
Television Station Calendars	
Austin, Waco & Temple TV Stations; online presence	\$ 0.00
Community Calendars	
Hamilton Cty. Electric Co-Op, City of Lampasas, Etc.	\$ 0.00
Texas Highways Events Magazine Calendar	
Online and digital	\$ 0.00
Surrounding Race Goodie Bag Fliers (Printing/Mailing) (500)	\$ 50.00
Centex Race Series (Promotion & Designation- Online & Print)	\$ 150.00

RACE PUBLICATIONS (All Online)

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

TOTAL ADVERTISING EXPENSES **\$ 700.00**

EVENT/FACILITY/STAFF (25%)

Pro-Fit Timing Company	\$ 800.00- \$200.00
Restrooms	\$ 400.00- \$100.00
Race Coordinator Services	\$ 1,300.00- \$325.00
Security	\$ 700.00- \$175.00

TOTAL EVENT FACILITY/STAFF EXPENSES **\$ 3,200.00**

TOTAL REQUESTED HOT FUNDS **\$ 1,500.00** (25-100%)


City Manager

ITEM NO. 7.7

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

Subject:

Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$5,161.25 for event expenses related to the Annual Hoffpaur Riata Roundup Rodeo to be held July 29-31, 2021.

Requested By: Melissa Unger, Chamber Director

Submitted By: Becky Sims, City Secretary

Date Submitted: April 22, 2021

For the Agenda of: April 26, 2021

Procurement and Funding Statement:

Funds are available in HOT Fund 40 in the City of Lampasas FY 2020/2021 Budget.

Attachments: HOT Fund Request Form

Summary Statement:

The attached request is eligible for HOT funding. The funds requested will be used towards operational costs for the Rodeo that include Rodeo Producer cost, hotel rooms for Rodeo Company (Diamond Cross Rodeo Co.), advertising, and event vendor cost such as restrooms and security. The expected participant numbers are anywhere from 300-600, the expected attendance for this event will be between 3000-6000. This event has over 75 sponsors to provide additional financial support.

Historical Funding:

April 2018- \$3400.00

July 2019- \$5691.87

July 2020- Cancelled due to COVID

Melissa Unger, Chamber Director will be in attendance to address any questions Council may have regarding event.

Recommendation:

To consider a motion to approve HOT funds in the amount of \$5,161.25 for the Annual Hoffpaur Riata Roundup Rodeo.

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

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

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

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

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

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

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

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

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

- Proposed Marketing Plan for Funded Event
- Schedule of activities, events or facility programs relating to the request

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

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

Application

Organization Information

Date: April 9, 2021

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 #: 74-736310 Entity's Creation Date: 1977

Purpose of your organization: To promote business, economic growth and tourism by partnering with current and future Chamber members, community leaders and citizens of Lampasas County.

Name of Event, Project or Facility Hoffpauir Riata Roundup Rodeo

Date of Event or Project: Thursday, Friday & Saturday, July 29-31, 2021

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

Amount Requested: \$5161.25

How will the funds be used: Operational costs to host the Hoffpauir Riata Roundup Rodeo, to include hotel rooms for the contracted rodeo company/producer (Diamond Cross Rodeo Co.) and event vendor costs required 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 3-day 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

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

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

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

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

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

3. Advertising, Solicitations, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity. \$600

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, related to a sporting event in which most participants are tourists who substantially increase economic activity at hotels and motels within the city or its vicinity. \$4561.25-Facility & Staff 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 additional participants for the Queen and Princess contest, goat roping, and mutton bustin' activities.

If the event is a sporting related function/facility: How many of the participants are expected to be from another city or county? Many of the Rodeo and goat roping participants along with the attendees watching the event will not be from Lampasas or Lampasas County. The Queen & Princess participants will be from

within Lampasas County and a portion from surrounding areas. Most 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 a 3-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: 4 due to the location change. 19 years since the event began

Expected Attendance: 3,000 to 6,000 over the 4 day period (Queen's court taking place earlier in the week.

How many people attending the Event or Project will use Lampasas hotels, motels, or bed & breakfasts? 30-50%

How many nights will they stay: 2 to 3

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	Cancelled due to COVID	\$0	N/A
Lampasas	April 2019	\$5,691.87	(Requested, but hotels no longer supply)
Lampasas	April 2018	\$3,400.00	N/A

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.

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

2021 Hoffpauir Riata Roundup Rodeo
Thursday, Friday & Saturday- July 29-31, 2021
Advertising Plan and HOT Funding Request Break-Down

ADVERTISING (40-100%)

Social Media	\$ 100.00
Press Releases to Media	\$ 0.00
Publications (Print & Digital)	
Dispatch/Killeen/Cove/Highland Lakes/Ft. Hood/Burnet/Harker Heights	
Rodeo publications	\$ 500.00
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

TOTAL ADVERTISING EXPENSES	\$600.00
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EVENT/FACILITY/STAFF (25%)

Rodeo Producer-	\$15,000.00- \$3,750.00
Restrooms	\$ 750.00- \$187.50
Hotel Rooms- Production Co. (6) Room nights)	\$ 1,025.00- \$256.25
Security	\$ 1,470.00- \$367.50
TOTAL EVENT/FACILITY/STAFF EXPENSES	\$18,245.00

TOTAL REQUESTED HOT FUNDS	\$ 5,161.25
----------------------------------	--------------------


City ManagerITEM NO. 7.8

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

Subject:

Discussion and possible action regarding the purchase and installation of 500 Neptune AMR water meters from Core & Main.

Requested By: Van Sims, Water/Wastewater Operations Manger

Submitted By: Rickie Roy, Public Works Director

Date Submitted: April 21, 2021 For the Agenda of: April 26, 2021

Procurement and Funding Statement:

The City of Lampasas implemented the use of Neptune AMR water meters in 2015. The meters are proprietary in nature and are compatible with existing meter reading technology owned by the City. Core & Main/Neptune has provided a sole source letter for the purchase. \$264,000 has been budgeted for this project in line item 82-520-5421 (Meter Maintenance/Purchase) and 82-520-5430 (Water System Maintenance).

Attachments: Sole Source Letter from Neptune, Core & Main Bid, Neptune Meter Installation Specifications

Summary Statement:

In 2015 the City began a meter replacement program to provide for the replacement of manually read meters with electronic read meters. The purpose of the program is to improve the efficiency and accuracy of the meter reading process as well as provide detailed information regarding the consumption of water that is metered through the system.

Recommendation:

Staff recommends council approve the purchase and installation of 500 water meters from Core & Main for \$132,000 and authorize the City Manager to execute all related documents.



NEPTUNE
TECHNOLOGY GROUP

January 17, 2020

Neptune Sole Source Letter

Mr. Rickie Roy
Public Works Director
City of Lampasas
312 East 3rd St.
Lampasas, TX 76550

RE: Sole Source Neptune Letter

Rickie,

Neptune Technology Group, Inc has always valued the City of Lampasas , Texas as a loyal customer. I want to clarify, Core & Main, formerly HD Supply Waterworks, is the sole, exclusive authorized Neptune Technology Group distributor for the State of Texas. As the sole source provider of all Neptune products, the City of Lampasas can continue to depend on Core and Main for all of your metering needs. Please direct all Neptune product communication to Core & Main for local sales and support.

Regards,

Hunter Brown – S Texas Territory Manager
Email: hbrown@neptunetg.com
Cell: 334-415-2032



Run Date: 2/22/21

Quote



Customer # 051323
 Order # N769328
 Date Ordered 02/22/21
 Job #
 Job Name
 Purchase Order # QUOTATION
 Method of Shipment OUR TRUCK
 Contract Order # 0000000
 Ordered By VAN
 Ship Via CORE & MAIN LP

Sold To:
 CITY OF LAMPASAS
 STOCK-BELTON
 ATTN: SHIRLEY LITTLE
 312 E 3RD ST
 LAMPASAS, TX 76550-2820

Ship To:
 CITY OF LAMPASAS
 100 BROWN STREET
 LAMPASAS, TX 76550

Branch:
 BELTON TX
 Branch - 140
 1601 South Wall St
 Belton, TX 76513 0000
 Phone: 254-939-8998

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
	4306ED2B31RPWG11	T10 5/8X3/4 USG R900I PROCODER ED2B31RPWG11	1000			212.00000	EA	212000.00
	4307MHCINSTALL	5/8X3/4 METER INSTALL SERVICE	1000			52.00000	EA	52000.00

Terms in accordance with shipping manifest.

Special Instructions/Comments:

Total Ordered: 264000.00
 Tax Amount: .00
 Other Charges: .00
 Total: 264000.00

Installation Specs for Neptune AMR/AMI

1. INSTALLATION

a. Installation Sequence

Unless approved in writing by the City, Proposer shall complete at least 90 percent of the installations in a route before commencing installation on the next route. Further, unless approved in writing by the City, proposer shall complete at least 99 percent of the installation with the routes within a cycle before the City will release a second, subsequent, cycle for installation.

b. Installation Schedule

The City and Proposer shall establish an overall schedule for installation of the entire project. On the first work day of each week, Proposer will provide the City an updated schedule of where work is planned for the next 3 weeks.

c. Work Hours

1. Proposer shall propose normal work hours, which must be approved by the City
2. Installers must be available for evening and Saturday installations for installations that must be conducted at other times because of special customer needs.
3. Indicate the number of crews proposed for all installation periods, including evenings and weekend times

d. Daily Reports

A listing of all account names and addresses to be visited by Proposer's installers each day, whether by appointment or by canvass, shall be electronically transmitted to the City each work day prior to 8:30 a.m. At the end of each day, Proposer shall transmit electronically to the City a list of accounts where work was performed that day, in a City -approved file format. These reports are intended to assist City customer service staff in responding to customer inquiries. Further, Proposer must include a provision of a map of the area where the installer is currently working with the daily report.

e. 24-hour Customer Access

For 90 days after the City was notified of a given installation, Proposer must respond on a 24-hour-per-day basis to calls from the customer associated with that installation or from the City, concerning leaks, loss of service, low pressure, and other problems associated with installation. Proposer must respond within one (1) hour of receiving the call and arrive at customer's premises ready to correct any problems within three (3) hours of receiving the call. If Proposer fails to respond within these time limits, the City will assess liquidated damages of \$300 plus \$100 per hour until Proposer responds or makes repairs, plus the City's direct costs to make repairs. Such penalties and costs shall be deducted from the amount owed to Proposer. Proposer shall maintain a log of all such calls and their resolution, and provide to the City a copy of the log daily, using email or another mutually acceptable electronic means. Describe the procedures for response to customer problems.

f. City Project Manager

City will designate an employee or agent who will manage the project on behalf of the City. The function of this Project Manager is to coordinate with Proposer and promote compliance by Proposer with the specifications. The designation of a Project Manager shall not relieve Proposer of its full responsibility to comply with the terms of the Contract and/or all plans and specifications.

g. Installation Acceptance

1. Each installation will be accepted by the City conditioned upon:
 - i Electronic submission of a list of completed installations containing for that installation the premise identification number, address, old and new meter serial numbers, old and new meter readings, MIU serial number, installer's name, Proposer's inspector's name, and all other information relevant to the installation; and,
 - ii. At its option, satisfactory inspection by the City; and,
 - iv Confirmation that MIU ID numbers, meter register numbers, and other information have been correctly captured in the AMI control system database and/or the City's project management database for each customer's premises; and,
 - v Successful capture of 95 percent of the scheduled readings over 2 days for meters being read hourly or more frequently, or 95 percent of the scheduled readings over 5 days for meters being read less frequently. The readings shall be gathered by the City operating the AMI system in a normal way.

h. Installation Conditional Acceptance

If the City does not fulfill its obligations to inspect, obtain confirming reads, and validate installation data within 7 calendar days of being notified of the installation, through no fault of Proposer, then such installation shall be deemed by the City to be conditionally accepted; and the City shall pay Proposer. However, if the City subsequently finds discrepancies in the conditions of acceptance for 12 months after the date it was notified of installation, the City shall debit the payments from any amounts owed to Proposer, and remand the work to Proposer for correction.

i. Automated Project Control Process.

Proposer should utilize an automated installation information management process, so that little or no information has to be captured or entered manually. The system should use electronic tags, bar coding, or the similar means to capture equipment identification numbers. The system shall have a redundant backup process, so that all information is preserved in the event of a breakdown in the primary system. The system should enable the correction of any incorrect information pertaining to meter or service size, meter type, meter location, address, etc. Proposer shall describe in detail its project control system in the proposal, including flow charts.

j. No Solicitation

No Proposer, or its employees or agents, may solicit business from or perform work for the City's water customers while engaged on any contract associated with this project.

k. Proposer Staff

1. Contract Manager

Proposer shall designate a Contract Manager, who shall have the authority to handle and resolve any disputes or contract issues with the City. Disputes that cannot be handled at this level must be handled in accordance with the dispute section of the Contract.

2. Installation Manager

Proposer shall designate in the proposal an Installation Manager, who shall be responsible for managing the entire installation project on a day-to-day basis on behalf of Proposer and for seeing that all installations are carried out in a professional manner and in compliance with the procedures required by the system Proposer/manufacture; the City; and all other applicable local, state, and federal regulations. The Installation Manager should be onsite continuously throughout the duration of the project, except for holidays and vacations, during which Proposer shall provide a qualified substitute. The Installation Manager shall be experienced in supervising meter installation contracts, and familiar with applicable regulations and safe and proper installation procedures. The City shall approve the Installation Manager or a change in the Installation Manager

3. Installers

All Proposer's installation employees or subcontractors shall be fully trained by Proposer in the removal of existing meters and the installation of new meters and MIUs. They shall also be trained in retrofitting newer meters as requested by the City with AMI-compatible registers and MIUs, regardless of size. The City reserves the right to require Proposer to retrain, reassign, or remove from the project any employee or subcontractor who fails to perform workmanlike and competent work. In addition, all installation employees are required to comply with the local codes of the jurisdiction where the work is taking place.

4. Uniforms and Identification

Proposer's field personnel shall wear easily recognizable uniforms containing Proposer's name, as well as prominently displayed picture identification badges containing Proposer's name, employee name, title and signature, employee picture, and employee I.D. number. Employees shall also be issued and carry identification cards issued by the City. Proposer's employees who are no longer employed by Proposer shall be required to return their uniforms and identification cards immediately upon termination of employment. Proposer shall immediately notify the City of all such terminations and if identification cards were received from terminated employee

l. Items to be Supplied by Proposer

1. General

Proposer will supply the following components and aspects of installation: overall project management; training and direct supervision of installers; notifications to customers; appointment scheduling; problem solving and complaint handling; and inspection, testing, and quality control.

2. Tools and Materials

Proposer shall furnish all supplies, materials, tools, and equipment necessary for the successful and timely completion of AMI installations under this contract as specified herein.

3. Meter Vault Lids

The AMI system should be configured to obtain the maximum signal strength from MIUs installed in meter vaults. Proposer shall replace or retrofit (e.g., by installing brackets or drilling) all existing meter vault lids. All replacement lids should be a non-ferrous composite to facilitate radio transmissions. New meter lids should be of adequate strength for the load they must support, and must accommodate traffic loads if their location warrants it. Proposer shall discuss this design element in the proposal. All lid configurations and designs must be approved by the City before installation

4. Vehicles

Proposer shall be responsible for all vehicles it uses on the project. Proposer should provide service vehicles onsite stocked with common fittings and supplies needed for normal service restoration and/or replacement. Proposer's vehicles, including private vehicles used for the work, shall have the company logo prominently displayed on both sides of the vehicle. Any employee of Proposer or its subcontractors who drives a vehicle in connection with this project must have a valid driver's license for the class of vehicle being driven, and must be insured as set forth in the Insurance Requirements attached to this RFP.

5. Parking

The City requires that Proposer deploy vehicles to minimize parking problems and avoid blocking any streets. Proposer is required to follow all parking laws. Proposer shall be responsible for all parking violations

6. Field Communications

The City requires that all Proposer's installers, inspectors, and supervisory personnel be equipped with cellular phones or radios so that problems or questions can be addressed immediately and the Installation Manager can be contacted immediately if needed

m. Account Data and Installation Scheduling

1. Account Data File

Prior to the start of the installations, the City Project Manager will provide Proposer with an electronic file containing the information necessary to create work orders for meter/AMI installation. The City will provide Proposer with weekly updates to this file for routes where the AMI system has not yet been installed. For each meter, the data file will indicate the meter size, make and serial number, location and access notes, and the name and phone number that may be listed on the account

3. Appointment Scheduling (IF REQUESTED)

Proposer shall be responsible for scheduling and handling all installation appointments. The City desires that installation appointments be made with two-hour precision. Whenever

possible, Proposer shall notify customers of any changes in the schedule at least one day in advance of the original appointment. .

4. Customer Contacts

For those customers who receive the customer notice described herein and do not request an installation appointment, it is acceptable for Proposer to perform the installation without an appointment, assuming the installer has followed the outlined procedures. In this event and prior to beginning work, Installer will determine if the customer is home, and if so will advise the customer of a short-term water shut-off during the meter retrofit/replacement. At the completion of all installations, Installer will leave a card with Proposer contact information. In the event the customer refuses to allow the installation to proceed, Installer will document, at a minimum, the account number, address, date and time of attempt, name of Proposer employee who made the attempt, and the name of the customer spoken to, and the reason for refusal.

5. Inaccessible Meter

In the event a meter is obstructed or is not accessible, Proposer will make at least three attempts at any reasonable time within 30 days of encountering the inaccessible meter, to notify the customer to remove the obstruction or provide access to the meter. These attempts must be documented on the work order. After three documented attempts to change the meter, the Installation Manager may request the City Project Manager to schedule the retrofit. Proposer shall only be paid for completed installations and is expected to provide all reasonable support in resolving difficult installation situations.

6. Failed Attempts

For customers who have requested an installation appointment, Proposer shall notify the City if it is unable to secure an installation appointment with the customer. Proposer will be responsible for installation if the City secures an appointment within 30 days of receiving written or electronic notice from Proposer.

n. Installation Procedures

1. Ownership of register/meters

Ownership of all registers/meters shall rest with the City. If/when a register/meter is replaced, it will be returned to the City.

2. Procedures Approval

Proposer shall propose detailed scheduling and installation procedures to the City for approval prior to scheduling or commencing installations. The procedures should be designed to optimize the work of the Installers, the City field inspectors, and all other staff working on the project.

3. Work Order Processing

Proposer shall be responsible for ensuring that data transfer to and from the City's project control office is properly working before commencing any installations. The City desires access to Proposer's database and reserves the right to audit Proposer's installation database.

4. Work Orders

Completed work orders shall include: meter size and meter type, verification or correction of existing meter and account information, old meter serial number, final reading on old meter, new meter number, new meter register number, premises identification number, MIU ID number, reading on the new meter register, date and time of installation, name of Installer, and notice of any problems encountered or repairs made. All information requested on the work order must be completely filled out for the installation to be considered complete and eligible for payment. An electronic copy of all the work order information must be provided to the City Project Manager on a daily basis.

5. Site Conditions

Before, or at the time of installation, Proposer shall inspect the existing water meter setting, including piping and control valves. If Proposer determines that conditions are such that damage to the existing piping would result, the Installation Manager shall immediately contact the City Project Manager, and shall postpone installation at that site until the City Project Manager authorizes Proposer to proceed with the work.

6. Geopositioning Coordinates

For each meter installed in an outdoor vault, Proposer shall capture geopositioning coordinates with accuracy of one meter or better, using a geopositioning device. For each meter located inside a building, the Installer must manually enter the descriptive location of the meter into a hand-held data entry unit. Describe how Proposer intends to provide GPS data.

7. Repairs

At its option, the City may authorize Proposer to make any repairs necessary to install a meter to service lines or piping, order the customer to make such repairs, or undertake such repairs itself.

8. Old Piping

Old piping should not be grounds for the failure of the Installer to replace a meter designated for replacement. Only when old piping is leaking or deteriorated to a point that damage to it could reasonably be expected by changing the meter will poor piping be accepted as a reason for not replacing the meter. If such a condition is encountered, the City's Project Manager should be notified. The City Project Manager will arrange for an inspection by City field personnel, and the account will either be remanded to the City for repair, or Proposer will be instructed to proceed with the installation. If the account is remanded to the City for further action, Proposer is still required to install the meter and AMI equipment if the piping has been repaired or replaced within two months of the determination by the City that repairs are needed

9. Verifying Service Working

Installer shall use the outside hose bib, if available, to flush water line after installing a new meter to ensure the meter is registering properly and verify service restoration to the entire premises

10. Valves

If Installer cannot shut off water using the meter shut-off valve (details must be documented on a work order), he or she shall have the option of using a non-Freon-based freezing tool to restrict flow of water in the pipe. At no time shall Installer use crimping or cause any permanent injury to the plumbing to restrict water flow. If the shut-off valve cannot be located or is inoperable, Proposer shall notify the City Project Manager and the City will rectify the problem. At its option, the City may authorize Proposer to replace the nonworking valve.

If authorized by the City to replace a non-working valve, or to replace a shutoff valve that cannot be reopened, Proposer shall replace such valves following City rules, regulations and specifications. Replacement valves will be provided by the City. The City anticipates compensation to Proposer for replacing such valves in the amount of \$65.00 for the replacement of 3/4" – 1" valves and \$75.00 for the replacement of 1 1/2" – 2" valves or as negotiated

11. Plumbing Irregularities

Proposer shall report to the City Project Manager, prior to the installation of a meter, any internal meter and/or plumbing irregularities including but not limited to meters installed backwards and disconnected meters or any other indication of tampering such as magnets, if meter has been removed and replaced with connecting pipes; if there are illegal connections before a meter; if there are unmetered connections of a customer's plumbing to a service lateral, fire pipe, or water main; direct connects; or if there are any other violations of City regulations. Proposer shall not proceed with the installation of a meter until the City Project Manager has authorized such installation in writing.

Service line size Reimbursement per incident

(up to 10 feet of pipe)

Reimbursement per foot in excess

of 10 feet repaired

5/8" \$125 \$35/foot

3/4" \$150 \$40/foot

1" \$175 \$45/foot

1 1/2" \$400 \$55/foot

2" \$450 \$70/foot

o. Quality Control

1. Response to Complaints

Should Proposer receive a call or complaint from a customer or city regarding installation, Proposer shall immediately log the call, including caller's name, address, account number if available, date and time of call, nature of problem, and the action taken. Copies of all call logs shall be forwarded to the City's Project Manager not less than once per day.