

**NOTICE OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
Monday, August 26, 2019  
5:30 p.m. Workshop Session  
7:00 p.m. Regular Session**

Notice is hereby given that a regular meeting of the City Council of the City of Lampasas, Texas will be held on Monday, August 26, 2019 in the City Council Chambers located at 405 South Main Street, Lampasas, Texas. The City Council of Lampasas, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters).

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

1. Call to order Workshop Session
2. Discussion regarding drainage for Brodie Estates *(pgs. 5-6)*
3. Discussion regarding approval, denial or approval with modifications to the Lampasas County Chamber of Commerce Marketing Plan for FY 2020 Budget. *(pgs. 7-10)*
4. Discussion regarding Lampasas County Chamber of Commerce Tourism and Visitor Center Agreement with the City of Lampasas *(pgs. 11-20)*
5. Discussion regarding Lantern Lighting Event *(pgs. 21-26)*
6. Discussion regarding board term expirations and current vacancies *(pgs. 27-40)*
7. Discussion regarding FY 2020 Budget *(pgs. 41-42)*
8. Discussion regarding any item on the regular agenda
9. Adjourn Workshop Session

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

**ANNOUNCEMENTS**

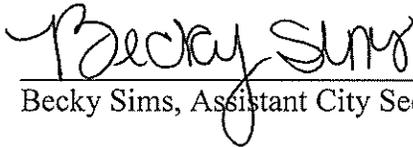
- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Presentations and Proclamations
  - Proclamation of September as Library Card Sign-up Month *(pgs. 43-44)*

	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	Public Hearing concerning the proposed tax rate upon all property subject to taxation within the City of Lampasas, Texas for the 2019 tax year for the use and support of the Municipal Government of the City of Lampasas for the fiscal year beginning October 1, 2019 and ending September 30, 2020; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City, and establishing an effective date.	45-46
2.0	MINUTES	PAGES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on August 12, 2019	47-60
2.2	Discussion and possible action concerning approval of minutes of the Special Meeting on August 19, 2019	61-64
3.0	CONSENT AGENDA	PAGES
3.1	Discussion and possible action regarding the Monthly Investment Report for July 2019	65-84
4.0	BOARDS/DEPARTMENT REPORTS	PAGES
4.1	<ol style="list-style-type: none"> <li>1. Fire Department Monthly Report</li> <li>2. Parks and Recreation Monthly Report</li> <li>3. Information Systems Monthly Report</li> <li>4. Library Monthly Report</li> <li>5. Golf Course Monthly Report</li> <li>6. Municipal Court Monthly Report</li> <li>7. City Secretary Monthly Report</li> <li>8. Police Department Monthly Report</li> <li>9. Utility Billing and Collections Monthly Report</li> <li>10. Public Works Monthly Report for Electric, Streets, Water/Wastewater</li> <li>11. Building Official Monthly Report</li> <li>12. Economic Development Monthly Report</li> </ol>	85-108
5.0	ROUTINE MATTERS	PAGES
5.1	City Manager’s Operational Report	N/A
5.2	MAYOR’S COMMENTS	N/A
6.0	UNFINISHED BUSINESS	N/A
7.0	NEW BUSINESS	PAGES
7.1	Discussion and possible action regarding HOT Fund request from Chamber of Commerce for Artober Fest in the amount of \$2329.24	109-116
7.2	Discussion and possible action regarding approval of Lampasas County Chamber of Commerce Marketing Plan for FY 2020 Budget	117-118
7.3	Discussion and possible action regarding renewal of Lampasas County Chamber of Commerce Tourism and Visitor Center Agreement with the City of Lampasas.	119-120

7.4	Discussion and possible action regarding a request by Lampasas Association for the Arts (LAFTA) for HOT Fund request in the amount of \$1,507.00 for event expenses related to Artober Fest.	121-128
7.5	Discussion and possible action regarding Lantern Lighting Event to be held at WM Brook Park November 9, 2019	129-130
7.6	Discussion and possible action regarding the purchase of a public restroom facility for Campbell Park in an amount not to exceed \$185,000.00	131-140
7.7	Discussion and possible action regarding award of contract for flatwork and accessibility ramp at the 1931 Roy L Thomas Old City Hall Building.	141-146
7.8	Discussion and possible action regarding approval and/or direction regarding drainage improvements to Brodie Estates Subdivision.	147-148

Adjourn

I, Becky Sims, Assistant City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 23 day of August, 2019 at 2:35pm

  
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 Becky Sims, Assistant City Secretary

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City Manager

ITEM NO. Workshop-2

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

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**Subject:**

Discussion regarding drainage for Brodie Estates

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

The developers for Brodie Estates Subdivision, based on interest from members of City Council would like the opportunity to discuss drainage improvements to the subdivision, and possible mitigation of downstream impacts. It is staff's understanding that Mr. Harrison will discuss two options for Council consideration. The item is placed on the regular agenda in the event Council wishes to take formal action or provide direction on the potential project.

**Recommendation:**

Discussion only



**Untitled Map**

Write a description for your map

**Legend**

- Central Te as Topography Associates, Pa
- Feature 1
- Untitled Path 1700'
- Untitled Path 1400'

Google Earth

© 2018 Google  
© 2018 Europa Technology

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City ManagerITEM NO. Workshop-3

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

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**Subject:**

Discussion regarding approval, denial or approval with modifications to the Lampasas County Chamber of Commerce Marketing Plan for FY 2020 Budget.

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Melissa Unger, Chamber of Commerce Director

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments: Marketing Plan

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**Summary Statement:**

As part of the FY 2020 Budget Review, Council has asked for a Marketing Plan from the Lampasas County Chamber of Commerce. This item has been placed on the workshop agenda for review and direction.

**Recommendation:**

Discussion Only.

Lampasas County Chamber of Commerce ~ October 2019 ~ September 2020 ~ HOT FUNDING- Marketing Budget Request

Expense	Description	Notes	Funding Rec	Costs/Not Rec
			2019/20	2020/21 Add-?
Lampasas Promotions	100% Tourism Ads Placed in Publications Outside the immediate zip codes (78550, 78539, 78853) Distribution in the VC and other VC's, COC, TC's in TX. (Some ads are discounted for advertising tourism/events)			
<b>AJR Media Group</b>				
<b>Digital</b>	TourTexas.com	Annual- All-Inclusive Content Plan	\$3,145.00	\$695.00
	Texas Highways.com	Monthly- 1/2 pg. Banner Ad (each mth.)		
	Texas Events Calendar.com	Quarterly- Event Listing by region	\$0.00	
		We submit for events quarterly to be added to website		
<b>Print</b>	Texas State Travel Guide	Annual- 1/3 pg. inclusion		\$6,043.41
	Texas Highways Magazine	Monthly- 1/3 pg. inclusion (each mth.)		\$2,679.29
	Texas Events Magazine	Quarterly- 1/3 pg. inclusion (each season)		\$868.87
	Texas Highways Events Pub.	Quarterly- Event Listing only - No Ad or COCVC Mention/Listing	\$0.00	
	AAA Journeys Magazine	2 months- 1/3 pg. square		\$4,400.00
<b>JH Media- Wesner Publications</b>				
<b>Digital</b>	Hill Country Passport	Monthly		\$425.00
<b>Print</b>	Hill Country Magazine	Quarterly- Quarter Page Ad- Oct, Nov, Dec for 2019		
	Hill Country Current	Monthly- Quarter Page- 2 months	\$350.00	
		Sold- only a portion put online- Special Feature Categories	\$	\$
		FREE- Lots of Distribution- Also online	\$	\$
<b>Travel/Visitor/Newcomer Guides</b>				
	*101 Fun Things- To Do	Winter/Spring/Summer/Fall		\$854.00
	Highland Lakes Visitor Guide	Annual- 1/2 pg. color		\$600.00
	Guide to Lampasas	Annual- Full pg. color ad & editorial	\$1,000.00	
	Texas Hill Country.com	Get add. inventory of 1,000 for VC & Dist.		??
	Hill Country Trail Region	Passport Book		\$700.00
		Membership diff. line item/3-yr. agreement		??
<b>Event Calendars- Digital</b>				
	City of Lampasas	Monthly Event Calendar Listing	\$0.00	
	Hamilton Electric Co-Op	Monthly Event Calendar Listing	\$0.00	
	Pendermales Electric Co-Op			??
<b>Press Releases</b>		See attached list (Newspaper, Television & Radio)- Emailed	\$0.00	
<b>Social Media</b>		Event & Member Ads, FB Page, LinkedIn, Pinterest, Instagram		
<b>Radio</b>		Chamber segment (events/membership) ? KCYL		??
<b>Email &amp; Artwork Software</b>		Email Marketing & Artwork Creation Software		
<b>Logo</b>		Create new logo for COC & VC	\$0.00	
<b>Signage</b>		1-time cost (Supplies & labor)	\$300.00	
<b>Website ReDesign</b>		Website hosted by current database software ChamberMaster		
		36 mth. 3-yr. Option- upfront cost instead of monthly rate		
		Refresh the pages for more exposure & functionality	\$3,200.00	
<b>Hunting Guides</b>		Promoting Lampasas Hunting Opportunities		
	Hill Country Publications	Annual/Season- 1/2 pg. color	\$350.00	
	Highlander/Burnet Bulletin	Annual/Season- 1/2 pg. color	\$400.00	
	Goldthwaite Eagle	Annual/Season - 1/2 pg. color	\$449.00	
<b>Wine Publications</b>		Promoting Lampasas County Wineries		
	Texas Hill Country Wineries	Annual-Visitors Ad w/ Wineries listed (i.e. San Saba COC)		Awaiting price
		Already missed 2019/20- considering 2020/21		

Expense	Description	Notes	Funding Reg	Costs/Not Reg
Lampasas Promotions (cont'd)	100% Tourism Ads Placed In Publications Outside the immediate zip codes (76550,76539,76853)			
100%	Distribution in the VC and other VC's, COC, TC's in TX.			
Rack Cards	Annual w/ Monthly billing- We provide rack cards to display	Dist. & Placement in Waco/Temple Area Attractions/CVB's Would consider pricing for Austin/DFW areas-more expensive		\$2,345.21
Phone Books				
TX Pages & Directory	2019 Highland Lakes Directory & Community Guide Ad (Trade)	COC & VC Ad- Phone Book with Lampasas included	\$0.00	
Maps				
Texas Trails Maps	County maps w/ local advertising (Trade)	COC Member Ads/COC & VC Ad- Very popular- they sell ads	\$0.00	
Visitor Center Brochures	Distribution of Brochures/Promo Items: including an inviting description with photos, annual events, etc...distributed to all travel centers, chambers, CVB's and DMO's.			
100%				
Map/Directory/Tourism Guide	(1) Book/Pamphlet to include map, pls. of interest, editorial business ads, events, member section- Annual 10k printed	Business Ads/Chamber/City features To replace our Shop & Dine/Attractions/Maps/pamphlets etc.	15,265	
Digital Landing Page	Tourism Page built within current COC & VC Website - linked	Same as above- updated		??
TOTAL FUNDING REQUEST			\$26,693.00	
Samples, Media Kits, Distribution Stats, Online Presence provided upon request. ROI & Analytics will be attempted prior to 2020/21 budget presentation and adjusted				

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City Manager

ITEM NO. Workshop-4

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

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**Subject:**

Discussion regarding Lampasas County Chamber of Commerce Tourism and Visitor Center Agreement with the City of Lampasas

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Melissa Unger, Chamber of Commerce Director

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments: Chamber of Commerce Tourism and Visitors Agreement

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**Summary Statement:**

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

**Recommendation:**

Discussion Only.

STATE OF TEXAS                   §  
  §        KNOW ALL MEN BY THESE  
CITY OF LAMPASAS               §

TOURISM & VISITOR CENTER AGREEMENT

This Tourism & Visitor Center Agreement (“Agreement”) is made this 1<sup>st</sup> day of October, 2018, by and between the City of Lampasas, Texas, a Texas Home Rule municipal corporation established under the laws of Texas and situated in Lampasas County, Texas (referred to herein as the “City”), and the Lampasas County Chamber of Commerce, a Texas not for profit corporation (referred to herein as the “Chamber of Commerce” or “Chamber”). The City and Chamber of Commerce are also jointly referred to herein as the “Parties”, and singularly as “Party”. The Parties have entered into other Publicity and Tourism Agreement(s) prior to the date of this Agreement. However, the Parties intend that this Agreement shall supersede and replace all previously adopted, finalized and executed Publicity and Tourism Agreement(s) in existence.

**NOW IN CONSIDERATION OF THE MUTUAL CONVENANTS TO BE PERFORMED BY THE PARTIES AND OTHER VALUABLE CONSIDERATION HEREBY ACKNOWLEDGED, THEREFORE, BE IT MUTUALLY AGREED AS FOLLOWS:**

**Section I. Legal Authority**

The City of Lampasas, Texas, pursuant to the authority granted to it under V.A.T.S. Tax Code, Chapter 351, entitled Local Hotel Occupancy Tax, (the “Act”) and its Home Rule Charter, has heretofore enacted a local hotel occupancy tax on occupants of hotels within the City of Lampasas.

**Section II. HOT Funds to be Provided-Services to be Rendered**

**A. Funds To Be Provided:** Pursuant to its authority and obligation under the Act to use local hotel occupancy tax funds for attracting and promoting tourism and the convention and hotel industry in the City of Lampasas, the Parties hereby agree that in exchange for a Tourism & Visitor’s Center to be provided by the Chamber of Commerce, as set forth herein, during the term of this Agreement, the City shall provide to the Chamber of Commerce revenues generated from the hotel/motel occupancy tax (“HOT Funds”). The Parties acknowledge and agree that the City shall provide HOT Funds to the Chamber of Commerce in an amount not to exceed \$45,152.20 of the hotel occupancy tax revenue received by the City. In the event that HOT Fund revenue to the City falls below the level anticipated by the City during its annual budgeting process, then the City reserves the right and the Chamber of Commerce agrees that the City shall have the right to reduce its

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

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

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

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

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

### **Section III. Independent Contractor**

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

### **Section IV. Employees/Contractors**

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

### **Section V. Use of Funds**

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

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

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

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

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

## **Section VI. Management of HOT Funds**

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

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

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

## **Section VII. Reporting Requirements**

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

- A. **HOT Fund Program of Work & Budget:** The Chamber of Commerce shall provide an annual Program of Work and a projected line item budget to the City Council for approval that will include operational costs, advertising, and promotional costs, event/festival costs and capital outlay expenses to be paid from HOT Funds. Such report and budget shall be provided no later than July 1<sup>st</sup> of each year for the upcoming municipal fiscal year(s). The Chamber of Commerce shall present its HOT Fund Program of Work & Budget to the City Council at a Council meeting no later than the end of July of each year this Agreement is in effect. The HOT Fund Budget shall provide a complete financial plan containing, at a minimum, the following information and/or deliverables:
- 1) A budget message, explanatory of the proposed tourism/promotional activity to be undertaken, which message shall contain an outline of the plan of the activity and, in the following years, set forth the reasons for the salient changes from the previous year (as applicable) and any major budgetary revisions. All items of expenses shall contain detailed narratives as to the basis of the proposed expenditure.
  - 2) A spreadsheet detailing anticipated HOT Fund program revenues and expenses, as set forth for each proposed program:
    - a) The actual amounts for the last two (2) completed years;
    - b) The budgeted amount for the current year;
    - c) The estimated amount for the current year;
    - d) The proposed amount for the upcoming year.

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

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

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

## **Section VIII. Term and Renewal Agreement**

This Agreement shall be effective as of October 1, 2018 and shall expire or be automatically renewed for a subsequent year on or about September 30, 2019, thereby remaining in effect until terminated by either Party, as set forth in Section IX, below. It is agreed and acknowledged by the Chamber of Commerce that there is no right of any extension of the one-year term or automatic renewal of this Agreement, for any ensuing year(s), and that the option to extend or allow automatic renewal of the Agreement, from year to year, shall rest with and be solely within the discretion of the City.

## **Section IX. Termination of Agreement**

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

## **Section X. Notification**

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

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

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

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

#### **Section XI. Assignment or Delegation**

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

#### **Section XII. Controlling Law**

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

#### **Section XIII. Indemnity and Insurance Clause**

The Chamber of Commerce shall indemnify and hold harmless and defend the City, its officers, agents, representatives and employees from any and all claims, losses, causes of action, damages, suits, and liability for the negligence and misconduct of the Chamber of Commerce, including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or from damage to any property, arising from

or in connection with the operations for the Chamber of Commerce, its officer, agents and employees performed in furtherance of this Agreement.

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

#### **Section XIV. Prohibition against Discrimination**

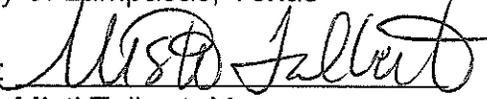
In the performance of this Agreement, the Chamber of Commerce shall not discriminate against any employee, applicant for employment, or volunteer because of an individual's race, color, religion, national origin, sex, or mental or physical disability. Proven breach of this provision may be regarded as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

#### **Section XV. Entire Agreement/Authority of Signatories**

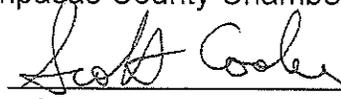
This Agreement constitutes the entire agreement between the Parties, pertaining to the City's provision of and the Chamber's use of HOT Funds. The persons signing below warrant that they have the full and legal authorization of their respective governing bodies to enter into this Agreement and to fully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

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

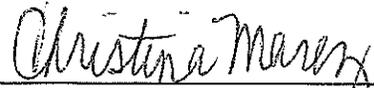
City of Lampasas, Texas

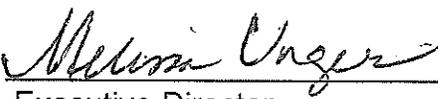
By:   
Misti Talbert, Mayor

Lampasas County Chamber of Commerce

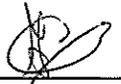
By:   
Scott Cooley, Board Chairperson

Attest:

  
Christina Marez, City Secretary

By:   
, Executive Director

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**City Manager**ITEM NO. Workshop-5

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

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**Subject:**

Discussion regarding a Lantern Lighting Event to be held at WM Brook Park Sulphur Creek on November 9, 2019.

Requested By: Delana Toups, City Council Member

Submitted By: Chris Eicher, Parks &amp; Recreation Director

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments: Event Flyer

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**Summary Statement:**

Council Member Toups, Parks and Recreation Director Chris Eicher, Melissa Unger, Chamber of Commerce along with other members of the community have been planning a Lantern Lighting Event. The idea is to bring the community together with a sunset lantern release into WM Brook Park Sulphur Creek; while enjoying live music and foods from various food trucks. The lanterns and candles will be biodegradable and will be supplied by the committee. There will be a small donation of \$5.00 to sign-up that will benefit Christmas on the Creek. The event will be held on November 9, 2019 from 5:00 p.m. to 8:00 p.m. This item has been placed on the workshop agenda for discussion.

**Recommendation:**

Discussion Only



NOVEMBER 9TH, 2019 • 5-8 PM  
LOCAL ENTERTAINMENT, FACE  
PAINTING, FOOD TRUCKS



---

22 GO PROPOSAL FOR LAMPASAS LANTERN LIGHTING EVENT FROM BLUE JEAN CREATIVE STUDIO



Try Prime

All water lanterns

Off to College deals

Today's Deals

Your Amazon.com

Gift Cards

EN

Hello, Sign in Account & Lists

Orders

Try Prime

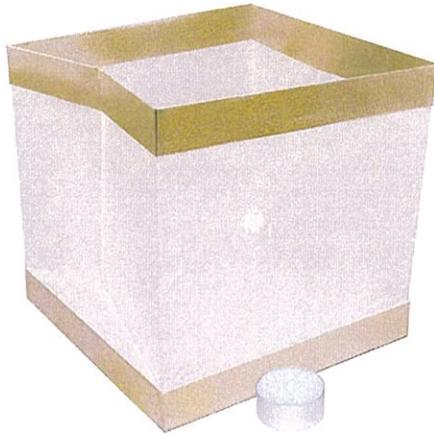
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Cart



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Roll over image to zoom in

### Water Floating Candle Wish Lanterns, Set of 50

by HomeABC

Be the first to review this item

Price: \$42.99 & FREE Shipping. Details & FREE Returns

Free Amazon product support included

- Water-proof and flameproof, comes with a candle tea light for each lantern
- Cubic outdoor Floating water Lanterns, easy to assemble, light and float
- Tea lights last about 4 hours
- Unfolded size: 5.9 inch \* 5.9 inch \* 5.9 inch
- You can DIY and write blessings on it with colors in lanterns

See more product details

Compare with similar items

New (2) from \$42.99 & FREE shipping. Details

\$42.99

& FREE Shipping. Details & FREE Returns

Want it tomorrow, Aug. 23? Order within 3 hrs 27 mins and choose One-Day Shipping at checkout. Details

Only 12 left in stock - order soon.

Qty: 1

Add to Cart

Buy Now

Sold by HomeABC and Fulfilled by Amazon.

Add a Protection Plan:

- 4-Year Protection for \$8.99
- 3-Year Protection for \$5.99

Gift-wrap available.

Deliver to Lampasas 76550

Add to List

Share

Other Sellers on Amazon

New (2) from \$42.99 & FREE shipping. Details

Have one to sell?

Sell on Amazon

#### What other items do customers buy after viewing this item?



Pack of 20 Water Floating Candle Lanterns Outdoor Biodegradable Lanterns for Praying 5.9 Inch 103

\$18.39



20 Pack Diagtree Square Chinese Lanterns Wishing, Praying, Floating, River Paper Candle Light, floating lanterns for lake or river, floating water lanterns, lanterns floating 10

\$21.68

#### Customers who viewed this item also viewed



Homemory 24 Pack Warm White Battery Flickering LED Tea Lights - Wedding, P...

130

\$14.98 prime



Pack of 20 Water Floating Candle Lanterns Outdoor Biodegradable Lanterns for Praying 5.9 Inch

103  
\$18.39



20 Pack Diagtree Square Chinese Lanterns Wishing, Praying, Floating, River Paper Candle Light,...

10  
\$21.68



Toner Depot Water Floating Candle Lanterns Outdoor Biodegradable Lanterns for Praying Set...

2  
\$6.00 - \$17.50

You may also be interested in



HomeABC Water Floating Candle Wish Lanterns,Set of 20  
\$19.99

Special offers and product promotions

- Your cost could be \$0.00 instead of \$42.99! Get a **\$50 Amazon.com Gift Card** instantly upon approval for the **Amazon Rewards Visa Card** [Apply now](#)

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Find answers in product info, Q&As, reviews

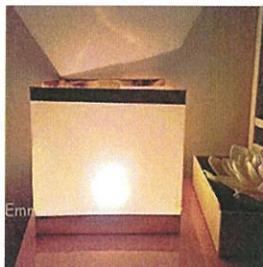
Type your question or keyword

Compare with similar items



This item Water Floating Candle Wish Lanterns,Set of 50

Add to Cart



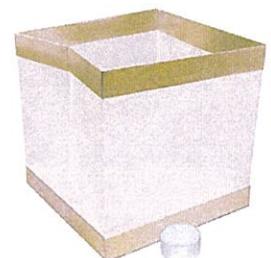
Emmix Water Floating Candle Lanterns for Party Decoration Outdoor Chinese Lanterns for Blessing 5.9 Inches Pack of 10

Add to Cart



HomeABC Water Floating Candle Wish Lanterns,Set of 6

Add to Cart



HomeABC Water Floating Candle Wish Lanterns,Set of 10

Add to Cart

<b>Customer Rating</b>	(0)	(29)	(0)	(0)
<b>Price</b>	\$42 <sup>99</sup>	\$12 <sup>99</sup>	\$9 <sup>99</sup>	\$14 <sup>99</sup>
<b>Shipping</b>	FREE Shipping on orders over \$25			
<b>Sold By</b>	HomeABC	Emmix	HomeABC	HomeABC
<b>Color</b>	White	White	White	White

### Product description

Specifications:

- 1.Material: paper
- 2.Color: White+gold(with warm light)
- 3.Wish lanterns, wedding lanterns, decorative lanterns and so on
- 4.Unfold the light, lit and put in the candle, then put the light in the river or lake,best for party, holiday,festival,wedding

### Product information

#### Technical Details

Brand	HomeABC
Item Weight	3.48 pounds
Package Dimensions	13.6 x 13.3 x 4.1 inches
Style	Classic
Color	White
Shape	square
Material	paper
Number of Lights	1
Fixture Features	biodegradable
Shade Material	Paper
Power Source	candle
Batteries Required?	No
Type of Bulb	candle

#### Additional Information

ASIN	B07Q37TMCW
Customer Reviews	Be the first to review this item 0.0 out of 5 stars
Best Sellers Rank	#316,443 in Tools & Home Improvement (See Top 100 in Tools & Home Improvement) #770 in Paper Lantern Lamps
Shipping Weight	3.48 pounds (View shipping rates and policies)
Date First Available	March 28, 2019

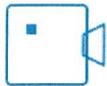
#### Warranty & Support

**Product Warranty:** For warranty information about this product, please [click here](#)

#### Feedback

If you are a seller for this product, would you like to [suggest updates through seller support](#)?  
Would you like to [tell us about a lower price?](#)

### Related video shorts (0) [Upload your video](#)



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Your name here

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ITEM NO. Workshop-6

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

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**Subject:**

Discussion regarding board term expirations and current vacancies.

Requested By: Becky Sims, Assistant City Secretary

Submitted By: Becky Sims, Assistant City Secretary

Date Submitted: August 22, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Presentation

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**Summary Statement:**

In September of each year we review the board term expirations. We currently have 21 board terms expiring September 30, 2019. We have 5 vacancies; which 4 are alternates. Staff has begun giving those board members with expiring terms applications to renew. During this time we begin promoting volunteer opportunities for those whom may have an interest in one or more of the boards. This item has been placed on the workshop agenda to discuss recruitment and reappointment.

**Recommendation:**

Discussion Only

# City of Lampasas Advisory Boards



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

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



# Airport Advisory Board

- The Airport Advisory Board shall advise the City Council, City Manager and Airport Manager on matters relating to the airport. This board meets the 2<sup>nd</sup> Wednesday of the month at 6:00 p.m.
- The Board shall be composed of five members, who are licensed pilots, appointed by the City Council. Each board member shall be appointed for a five-year term with one term expiring each year on September 30.
- *Currently there is one vacancy  
(this is subject to change at any given time)*



# Capital Improvement Program Committee

- Meets as needed during City of Lampasas Budget preparation time. This board meets on Thursday's at noon.
- The purpose of the CIP committee is to assist the City Manager in conducting research, planning, and related work necessary to provide the City Council with a long term Capital Improvement Program plans for the city.
- 8 member committee
- *Currently there are no vacancies (this is subject to change at any given time)*



# Construction Board of Adjustments and Appeals

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



# Golf Course Advisory Board

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

*(this is subject to change at any given time)*



# Lampasas Economic Development Corporation

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



# Library Advisory Board

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



# Parks and Recreation Advisory Board

- The Board shall consist of nine members appointed by the City Council of which five members shall be residents and qualified voters of the city and four members may be residents and qualified voters of Lampasas County. This Board meets once a month on the 3<sup>rd</sup> Thursday at 6:00pm.
- Where possible, board membership shall consist of at least one representative from each of the following organizations:
  - Adult Softball Association or Lampasas County Little League Association
  - Lampasas Chamber of Commerce
  - Lampasas Independent School District;
  - the Oran Milo Roberts Chapter of the Daughters of the Republic of Texas;
  - the Boys and Girls Club of Coryell and Lampasas Counties; and the
  - Lampasas Spring Ho Festival, Inc.
  - The remaining three places shall be at large.
- *Currently- 1 vacancy (Boys and Girls Club) (this is subject to change at any given time)*



# Parks and Recreation Advisory Board Cont.

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

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



## Parks and Recreation Advisory Board Cont.

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



# Planning and Zoning Commission

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



# Zoning Board of Adjustments

- The Board of Adjustment meets on the 3<sup>rd</sup> Tuesday of the month at 7:00 p.m. and consists of (5) regular members and (4) alternate members who are resident citizens, taxpayers and qualified voters of the City of Lampasas or reside in the Extraterritorial Jurisdictions (ETJ) and own real property inside the City Limits and shall have the authority, subject to the standards established in Sections 211.008 to 211.011 of the Texas Local Government Code and those established herein, to exercise the following powers and perform the following duties:
  - A. Hear and decide an appeal that alleges error in an order, requirement, decision or determination made by an administrative official in the enforcement of this Ordinance;
  - B. Authorize the expansion or continuation of a nonconforming use or structure; and
  - C. Authorize in specific cases a variance (see Section 9.6) from the terms of this Ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the Ordinance would result in unnecessary hardship, and so that the spirit of this Ordinance is observed and substantial justice is done.
  - D. In exercising its authority under Subsection A above, the Board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision or determination from which an appeal is taken and make the correct order, requirement, decision or determination, and for that purpose the Board has the same authority as the administrative official.
  - E. The concurring vote of at least four (4) members of the Board is necessary to:
    - 1. Reverse an order, requirement, decision or determination of an administrative official;
    - 2. Decide in favor of an applicant on a matter on which the Board is required to review under this Zoning Ordinance; or
    - 3. Authorize a variance from the terms of this Zoning Ordinance.
- *Currently there are (3) alternate vacancies (this is subject to change at any given time)*

  
City ManagerITEM NO. ~~Workshop-7~~

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

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**Subject:**

Discussion regarding FY 2020 Budget

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

This item is placed on the workshop agenda to allow Council the opportunity to discuss modifications to the FY 2020 Budget. Staff will prepare discussion topics for Council review.

**Recommendation:**

Discussion and direction

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ITEM NO. Proclamation

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

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**Subject:**

Proclamation of September as Library Card Sign-Up Month in Lampasas, Texas.

Requested By: Shanda Subia, Library Director

Submitted By: Shanda Subia, Library Director

Date Submitted: August 21, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Proclamation

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**Summary Statement:**

September is National Library Card Sign-Up Month, and this year, the honorary chairs are the “Toy Story 4” characters. To celebrate, we are having a “Cards & Cones” event on Saturday, September 7, 2019 (10am-12pm), featuring Buzz Lightyear, a bounce house, face-painting, games, Kiddo Cards, and sno cones. One of the “games” will allow attendees who show us their library card to spin the prize wheel to win a prize. We will take this opportunity to issue library cards. Buzz Lightyear will be available for photos and will hold a large version of our library card to help promote library card sign-ups.

City Library Staff will be available to sign up students for City of Lampasas library cards at the middle school, September 19, 2019. The school library staff encourage students to get library cards to visit the City Library, check out books and explore the large collection of downloadable materials on OverDrive.

**Recommendation:**

To Proclaim September as Library Card Sign-Up Month in Lampasas.



## **Library Card Sign-up Month Proclamation**

Whereas, the library card is the most important school supply of all;

Whereas, signing up for a library card is the first step towards academic achievement and lifelong learning;

Whereas; libraries play an important role in education and development of children;

Whereas, libraries bridge the digital divide by providing a full range of information and services to children and adult learners;

Whereas, libraries offer free access to technology and innovative educational programming;

Whereas, libraries continue to transform and expand their services in ways that meet the needs of the communities they serve;

Whereas, libraries open a world of infinite possibilities through resources and services to help people pursue their passions and give students the tools to succeed in school and beyond;

Whereas, a free library card is the coolest card you can own;

Therefore, be it resolved that I, Misti Talbert, Mayor of Lampasas, proclaim September Library Card Sign-up Month in Lampasas, Texas, and encourage everyone to sign up for the “smartest card” @ your library.

IN WITNESS WHEREOF, I have herewith set my hand and caused the Seal of the City of Lampasas, Texas to be affixed this 26<sup>th</sup> day of August, 2019.

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Misti Talbert, Mayor

  
City ManagerITEM NO. 1.2

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

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**Subject:**

Public Hearing concerning the Proposed Tax Rate upon all property subject to taxation within the City of Lampasas, Texas for the 2019 tax year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020; Apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City, and establishing an effective date.

Requested By: Yvonne Moreno, Finance Director

Submitted By: Yvonne Moreno, Finance Director

Date Submitted: August 22, 2019 For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

N/A

Attachments: Ordinance

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**Summary Statement:**

Please open the City Council meeting at this time to hold a Public Hearing on the 2019 tax year proposed property tax rate. Because the proposed rate will exceed the rollback rate, adjusted for sales tax, or the effective tax rate, (whichever is lower), this public hearing must be held on the proposed tax rate. The proposed tax rate is a total rate of **\$0.420000** per \$100 valuation. Of this total rate, **\$0.085798** will be the 2019 debt tax rate and **\$0.334202** will be for the operations and maintenance of the General Fund of the City of Lampasas. **Per State Requirements, the governing body must announce at each hearing: The proposed date, time, and place of the meeting at which the City Council will vote on the tax rate. The meeting for the City Council to adopt the proposed tax rate will be Monday, September 9, 2019 at 7:00 pm at the City Council Chambers located at 405 S. Main Street, Lampasas, Texas.**

**Recommendation:**

Please announce, "The meeting to vote on the tax rate is scheduled for Monday, September 9, 2019 at 7:00pm at the City Council Chambers located at 405 S Main Street, Lampasas, Texas."

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**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
Monday August 12, 2019**

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

Council Members present:

T.J. Monroe, Mayor Pro Tem  
 Chuck Williamson  
 Randy Clark  
 Cathy Kuehne  
 Delana Toups (arrived at 6:05 p.m.)  
 Michael White (present for regular session only)

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager  
 Gary Cox, Assistant City Manager  
 Christina Marez, City Secretary  
 Becky Sims, Assistant City Secretary  
 Yvonne Moreno, Finance Director  
 Mandy Walsh, Economic Development Director  
 Cole Wheeler, Economic Development Intern  
 Van Berry, Golf Course Manager  
 Chris Eicher, Parks & Recreation Director  
 Rickie Roy, Public Works Director  
 Flint Geagley, Electric Superintendent  
 Wayne Sanders, Electric Crew Supervisor  
 Micah Harry, Lineworker  
 Justin McDonald, Apprentice IV  
 Van Sims, Water/Wastewater Operations Manager  
 Sammy Bailey, Police Chief  
 Jody Cummings, Assistant Police Chief  
 Chuck Montgomery, Police Lieutenant  
 Steve Sheldon, Police Sergeant  
 Jacob Hummer, Police Sergeant  
 Andy McCatherine, Police Officer  
 Will Sneed, Police Officer  
 Garrett Bradley, Police Officer  
 Jeffry Smith, Fire Chief  
 Ronnie Withers, Fire Marshal  
 J. P. Harris, Firefighter Shift Captain  
 Bart Baker, Firefighter Driver Pump Operator  
 Colton Baker, Firefighter  
 Sean Schroeder, Firefighter  
 Jared Payne, Firefighter

**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.

2. Departmental Budget Presentations

- Parks, Parks Facilities, Cemetery

Chris Eicher, Parks & Recreation Director, reviewed some of the following items in his Department budgets:

- Chemical and botanical line item has increased
- Gas & diesel line item has also increased due to a full staff in his Parks Department
- Requesting an accelerated purchase of a truck for the Cemetery Department
- A new mower for the Cemetery Department has been included in the budget

- Golf Course

Van Berry, Golf Course Manager, reviewed some of the following items in his Department budget:

- Golf play at the Golf Course was down this year due to the dam flooding
- He reviewed the greens fees and memberships
- The Chemical and botanical line item was increased by \$1,000.00
- He cut the Merchandise line item by \$1,000.00 – he said he couldn't compete with retail stores that sell golf clubs; once he sells the golf clubs he has now, he won't purchase anymore
- He said that he had cut the Capital line item by \$12,500.00 that was for the purchase of an aerator but since he borrows the Parks Department one, he'll continue to do that instead; he did leave \$5,000.00 in that line item for irrigation satellite controllers
- He will be bringing an item before Council for cart trails paving once the bid process is complete

There was discussion about whether if a food or beverage truck was made available at the Golf Course, would it increase the play at the Golf Course. Berry said that he was not opposed to a food or beverage truck being at the Golf Course. He thought that maybe on the weekends only that it may be a benefit to the vendor.

3. Discussion regarding agreement between Oran Milo Roberts Chapter of the Daughters of the Republic of Texas and the City of Lampasas for future management of the City of Lampasas Hostess House.

City Manager deGraffenried explained that this item was placed on the agenda to allow discussion regarding transition of the Hostess House to the City managing it. As Council is aware, the City recently discussed management of the Hostess House with DRT, who after a meeting with their Board, they felt it was in the best interest of both parties for the City to manage bookings and day to day operations of the facility. City Staff, which included Mandy Walsh, Economic Development Director; Chris Eicher, Parks & Recreation Director; Monica Wright, Information Systems Director; and Vicki Tower, Administrative Secretary, met to discuss and brainstorm booking procedures, cleaning, advertising and Staff

responsibilities. The booking would be done by Vicki Tower; advertising would be done by both Monica Wright and Mandy Walsh. As to the cleaning of the facilities, possibly continue to retain the cleaning services that DRT already has in place. The Parks Department would continue mowing the facility grounds.

deGraffenried said that City Staff believes the Hostess House could be operated without additional Staff or financial resources. Council will be asked to formally proceed with the transition on the regular agenda by review and approval of a Letter of Understanding. At a future date, Council could review the facility use policy and fees.

Mayor Talbert expressed that though the City would be taking over the management of the Hostess House, this facility would not exist without DRT.

There was brief discussion of DRT offering the sale of all the inventory in the facility which included tables and chairs in the amount of approximately \$2,200.00.

4. Discussion regarding Compensation Market Analysis and possible financial impacts of implementation.

City Manager deGraffenried explained that at Council's direction, City Staff previously submitted a geographical comparison of salary ranges and actual compensation. As discussed with Council on July 29, 2019, City Staff has reviewed possible adjustments and impact to the City.

deGraffenried reviewed the following:

- The geographic study shows the salary schedule to be 18.7 percent below the market
- The number to try to be at should be 8 percent but it is not feasible for the City to do
- To increase the salary schedule by 8 percent would cause 50 positions to be below the starting salary of their grade level, which would be an amount he would not like to present to Council
- Maybe Council should look at the positions that have turn over most often. Currently, the Police Department has two vacancies, as well as the Fire Department, that need to be filled.
- The City will need to address the salary schedule in small bites, a little bit at a time so not to get further behind the market

Mayor Talbert said that the salary schedule needs to be looked at for the Fire and Police positions, as well as the Electric Department. The City continues to lose people because of more money being offered by other cities right down the road.

City Manager deGraffenried said that this salary study led by Assistant City Manager Cox has been a tedious project but very worthwhile and thanked him for his work on it. He asked if Council were available next Monday, August 19, 2019 to discuss the matter further.

It was the consensus of Council that a Special Meeting be held on Monday, August 19, 2019 at 5:30 p.m.

5. Discussion regarding modifications to FY 2020 Budget; possible funding sources, Council priorities and tax rate.

City Manager deGraffenried provided an update on the status of the FY 2020 Budget using an overhead power point presentation:

- Budget Briefing
  - No increase in tax rate, utility or compensation
  - No movement, would have a balanced budget

Council member Toups arrived at 6:05 p.m.

deGraffenried continued with the following:

- Review from last Council meeting
  - Additional training funds for Assistant City Secretary/Zoning Administrator
  - Need to review Collection Station #3
  - SCADA Security, approximately \$14,000.00
  - PD phone system
  - 3<sup>rd</sup> Party inspection services contract
  - Opt out for paper billing
  - EDC Fund Balance
  - 2020 Paving, utilizing Fund Balance from 18/19 for a total in 2020 of \$750,000.00

deGraffenried reviewed a handout on rate comparisons of ad valorem, sales tax, electric, water and sewer rates of Lampasas to the following cities: Kerrville, Fredericksburg, Marble Falls, Burnet, Horseshoe Bay, Brady, Llano, Liberty Hill and Copperas Cove. In reviewing the findings, he said that the citizens of Lampasas receive good services at lesser fees than those cities.

deGraffenried continued:

- Considerations – Council Priorities
  - Technology infrastructure
  - Public Safety Communication
  - FD Engine
  - Building Maintenance position
  - Use of Fund Balance
  - Debt Profiles
  - Compensation
- Funding Options
 

○ Electric (last increase in 10/1/2017)	-	.0025 kwh increase	=	\$266,260.65
○ Water (last increase in 10/1/2018)	-	5% increase	=	\$141,345.05
○ Sewer (last increase in 10/1/2018)	-	5% increase	=	\$86,685.21
○ Sanitation (last increase 5/1/2018)	-	\$1.25 increase	=	\$42,990.00

Mayor Talbert said that Council can no longer not consider increases for the services that are provided by the City. It's also time to possibly look at a property tax increase. The City can no longer continue to carry the burden. The City is at the point of being 18.7% behind in the salaries market study. The City needs the revenue to compensate for the services provided.

Council member Clark asked that City Staff provide an example of the average bill impact to a family of four, or other similar comparisons, if the electric rates were increased.

deGraffenried noted the following:

- Budget workshop on Monday, August 19, 2019 at 5:30 p.m.
- Additional review and research
- Review Debt and Funding Options

6. Discussion regarding Chamber of Commerce 3rd Quarter Report.

Melissa Unger, Executive Chamber Director, reviewed the Chamber of Commerce and Visitor Center 3<sup>rd</sup> Quarter Report and requested reimbursement in the amount of \$12,078.69.

Council did not have any questions or concerns. City Manager deGraffenried said that there was an action item in regular session for Council consideration of the requested reimbursement by the Chamber.

7. Discussion regarding any item on the regular agenda

There was no discussion.

8. Adjourn Workshop Session

Council member Kuehne moved to adjourn the workshop at 6:29 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

A break was taken before going into regular session.

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

A. Call to Order

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

B. Invocation and Pledge of Allegiance

Jeffry Smith, Fire Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

C. Presentations and Proclamations

Chuck Montgomery, Lieutenant, acknowledged the following promotions:

- Introduction of Sgt. Steve Sheldon as the full-time Sgt. School Resource Officer (SRO) who replaced the vacancy that was left by former employee, Jeff Phillips.
- Introduction of Jacob Hummer as Patrol Sergeant that was the position held by Steve Sheldon.

Sammy Bailey, Police Chief, and Jody Cummings, Assistant Police Chief acknowledged the following:

- Officer Will Sneed was presented with the Life Saving Award from the National Awards Program of the American Police Hall of Fame. On June 3, 2019, Officer Sneed was dispatched regarding a subject stuck under a fence. Upon arrival, he found Tanner Lynch not stuck under a fence but partially entrapped by a trenching machine with a severe laceration and bleeding. Sneed applied a tourniquet to the stop the bleeding and stayed with Lynch until medical personnel arrived.
- Introduction of Marissa Moreno & Delana Fritz; Dispatch – Assistant Police Chief Cummings introduced the two new dispatchers: Moreno has been with the City two weeks and Fritz just a few days.

Flint Geagley, Electric Superintendent, acknowledged the following achievement:

- Introduction of Micah Harry-Electric Line Worker – Micah started with the Electric Department on November 17, 2014. Over the next five years, Micah has taken several lineworker classes and worked on the Power Delivery Program modules through the Northwest Lineman College. There are four modules containing ten tests. Each module along with a minimum of 2,080 hours of on-the-job training has been completed by Micah and is now eligible to be considered a Lineworker.

Mandy Walsh, Economic Development Director, introduced Cole Wheeler who was the intern hired through a grant that worked for both the City and Chamber.

- Cole Wheeler- Intern Presentation – Mr. Cole’s presentation included the duties he did for both the Chamber and the City and what he learned during this internship.

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

There were no citizen comments.

1.2	Public Hearing to receive citizen comments regarding approval denial or approval with modifications the RCC Addition Final Replat of Lots 1,2,7,8 and the North ½ of Lots 3 & 6 of Block 19. Division A, commonly known as 906 East Avenue B.
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Becky Sims, Assistant City Secretary, explained that Ron Farr is requesting to replat the .967 acres into 6 lots. Mr. Farr was unable to be at the meeting.

Sims reviewed the following:

- The lots will meet the Single Family Residential-6 “SF-6” Zoning Regulations:
- The lots range from 6,630 square feet to 8,450 square feet, the width of each lot range from 51 feet to 65 feet and the depth of each lot are 129-130 feet.
- The alley between the properties was abandoned as shown on the plat on June 24, 2019.
- Twenty-one (21) notices were sent to property owners within 200 feet; two (2) were returned in favor of the request.
- This request was heard by the Planning & Zoning Commission on August 1, 2019, and they recommended approval to Council.

Mayor Talbert opened the public hearing for any citizen comments. There were none.

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

1.3	Public Hearing to receive citizen input on items to be considered in the Proposed Budget for the Fiscal Year 2019-2020.
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Mayor Talbert opened the public hearing to receive any citizen input and comments on any items included in the proposed budget.

There were no citizen comments.

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

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on July 22, 2019

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

2.2	Discussion and possible action concerning approval of minutes of the Special Meeting on July 29, 2019.
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Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Kuehne and with a vote of six in favor and one abstention (Toups), the motion carried.

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

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

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

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- 281 South – City Staff has previously reported that TxDOT is proposing to reconfigure South 281 from the Lampasas County line to US Highway 190. The project is currently in the planning stage and one public meeting was held on June 18<sup>th</sup> regarding the timeline and proposed alignment. Staff understands that some concerns have been raised regarding access to the Hostess House, particularly if large events are held. Although Chief Bailey can provide ingress and egress coverage for large events, similar to other gatherings, TxDOT will continue to accept comments regarding the project. The next public meeting for the project is tentatively scheduled for late Fall of 2019 with additional meetings identified through Spring of 2020. Construction is tentatively scheduled for Summer of 2022.
- Comprehensive Plan - Council has likely seen the announcement for the upcoming Community Open House on August 29, 2019. Postcards will be mailed to all utility customers next week encouraging their attendance and input on the Community Survey. The Survey is available online at <https://www.surveymonkey.com/r/LampasasCompPlan>. Additionally, two focus group meetings and the initial meeting of the Advisory Committee will be held on August 28, 2019. Also, if you submit the survey in before August 29, 2019, you will be entered in a drawing to win one of three \$100.00 gift cards.
- Back to School - Chris Eicher, Parks & Recreation Director, reports that over 460 attended the Back to School event at Hanna Springs Pool. Volunteers provided haircuts, school supplies, Kid ID's and food. In its second year, the event has expanded in offerings and participation. The event could not be done without the dedicated Pool and Parks Staff.
- FMC - Council may have heard that Advent Health, which operates Rollins Brook in Lampasas, has acquired Family Medicine Clinics in Lampasas and Copperas Cove. The acquisition will likely strengthen and solidify healthcare options for Lampasas. As a note, Rollins Brook is consistently rated in the top 10 percent of all Advent Health facilities for patient care.
- Goats - The goats are delayed a couple of weeks. Originally clearing of Sulphur Creek, generally east of Western, was to commence on August 17, 2019, however, due to other commitments, they will not be here until September 1, 2019.
- Third Street – City Staff have reviewed the initial plans for East Third Street improvements. The ambitious project calls for reshaping of pavement from Key to east of the Western intersection including streetscaping, railing, accessibility and elimination of culverts at Western. City Staff continues to review the Plan Set and would welcome Council review during a future meeting or individually at City Hall.

5.2	MAYOR'S COMMENTS
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Mayor Talbert reminded everyone that school starts on Thursday, August 15, 2019, so keep your eyes open for school kids.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding the approval, denial or approval with modification of the RCC Addition Final Replat

Becky Sims, Assistant City Secretary, explained that this item was discussed in public hearing.

Council member White moved to approve the RCC Addition Final Plat of Lots 1, 2, 7, 8 and the North ½ of Lots 3 & 6 of Block 19, Division A, commonly known as 906 East Avenue B. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.2	Discussion and possible action regarding the approval of HOT Funds request from Lampasas County Chamber of Commerce for Wine Tour Event
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Melissa Unger, Executive Chamber Director, explained that the Chamber of Commerce & Visitor Center is requesting \$1,288.56 for the 2019 Wine Tour event. This is the 9<sup>th</sup> Annual Tour event that continues to go. This year the event will be held on September 28, 2019. The Chamber has expanded advertisement of this event in wine publications/magazines for better advertisement that lends to better demographics. The Chamber is requesting 25% of each bus expense (\$562) along with a portion of advertising costs (\$726.56).

Unger also noted that currently one bus is full and the wineries only allow for 2 bus loads of people.

Mayor Pro Tem Monroe moved to approve the request from the Lampasas County Chamber of Commerce of HOT Funds for the 9<sup>th</sup> Annual Lampasas County Wine Tour event on September 28, 2019 in the amount of \$1,288.56. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.3	Discussion and possible action regarding Chamber of Commerce 3 <sup>rd</sup> Quarter Report.
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Melissa Unger, Executive Chamber Director, explained that the Lampasas County Chamber of Commerce & Visitor Center is requesting reimbursement in the amount of \$12,078.69 for their 3<sup>rd</sup> Quarter Report.

Council member Kuehne moved to accept the Chamber of Commerce 3<sup>rd</sup> Quarter Report. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.4	Discussion and possible action regarding the approval of HOT Funds request for Indian Artifact Event.
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Libby Bluntzer, Vision Lampasas representative, explained that for the 2018 event, Vision Lampasas requested \$1,500.00, which was held on September 22, 2018. There were approximately 350 people in attendance and Quality Inn and Best Western hotels reported that 10-15 rooms were booked for last year's event.

Bluntzer said that this year, Vision Lampasas is requesting the use of HOT Funds to cover the total cost of the facility (show barn) rental of \$1,000.00, total cost of Police Officer staffed overnight at \$360.00 and the remaining funds to be used for their promotion/advertising outside of Lampasas.

Council member Clark moved to approve the request from Vision Lampasas of HOT Funds for event expenses related to the Indian Artifact, Gem and Mineral Show on September 21, 2019 in the amount of \$1,500.00. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.5	Discussion and selection of possible winner of website photo contest entry.
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City Manager deGraffenried explained that there were eight entries. He informed Council that winners normally receive a City of Lampasas cup but now there are City of Lampasas totes that will be given away instead. He said that there were eight cups left.

The photo entries included:

- Entry 1, "Beautiful Color" submitted by Sharil Meeks
- Entry 2, "A Little Night Music" submitted by Karon Justice
- Entry 3, "Spring Ho Festival 2019 Fireworks Display" submitted by Loida Stephenson
- Entry 4, "Fabulous Blooms" submitted by Diane Davis
- Entry 5, "Quietude" submitted by Destiny Kyzer
- Entry 6, "Summer Sunset" submitted by Mary Burbey
- Entry 7, "Beautiful Sky Over Lampasas" submitted by Sheila Martinez
- Entry 8, "Tekla at Sulphur Creek" submitted by William Knauer

Council member Kuehne moved to select Entry 2, "A Little Night Music" submitted by Karon Justice as the photo contest winner.

The motion failed due to lack of a second.

Council member Kuehne moved to select Entry 2, "A Little Night Music" submitted by Karon Justice to receive a City tote bag and all other entries to receive a City of Lampasas cup. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.6	Discussion and possible action regarding repairs to the hydraulic system of the 2007 Holt CAT 416 E Backhoe in the amount of \$6,493.42
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Van Sims, Water/Wastewater Operations Manager, explained that the Water Department is requesting Council approval of the expenditure to Holt CAT in the amount of \$6,493.42 for repairs to the hydraulic system of the City owned 2007 CAT 416 E Backhoe.

Mayor Pro Tem Monroe moved to approve the expenditure to Holt CAT in the amount of \$6,493.42 for the repairs to the 2007 Holt CAT 416 E Backhoe. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

7.7	Discussion and possible action regarding Letter of Understanding (LOU) with Daughters of Republic (DRT) regarding management of Hostess House.
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City Manager deGraffenried explained that Council is asked to consider formal action to proceed with transitioning management from the DRT to the City for the Hostess House. The draft agreement, prepared by the City Attorney, Jo-Christy Brown, includes provision to allow DRT use of the Hostess House in acknowledgement of their stewardship, support, and efforts to care for the Hostess House for the last 25 years. Although the draft requires additional minor inclusions, Council may consider this draft with authorization for the Mayor to make minor modifications.

Council member Clark moved to approve the Letter of Understanding and authorize the Mayor to make minor modifications and execute the document. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

7.8	Discussion and possible action regarding the award of a contract to Texas Materials Group, Inc. in the amount of \$ 114,050.00 for the annual street maintenance program.
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Rickie Roy, Public Works Director, explained that the request for sealed bids on this project was published on July 19th, 2019 with a bid opening on August 6, 2019. A total of four (4) bids were received in response to the solicitation:

- Smith Paving, Inc., Manchaca, Texas \$297,500.00
- Texas Materials Group, Inc., Cedar Park, Texas \$114,050.00
- RKJ, Lampasas, Texas \$179,375.00
- Lone Star Paving, Temple, Texas \$138,975.00

The roadways included in this project are:

1. W. Avenue E from Key Avenue to Ridge Street
2. Walnut from W. Avenue E to the hospital parking lot
3. Broad Street from W. Avenue E to Lampasas Nursing & Rehabilitation Center
4. W. 6th St. from Key Avenue to Ridge Street
5. E. Avenue G from Northington Street to McLean Street

The apparent low bidder is Texas Materials Group, Inc., who have previously performed work for the City and are qualified and to perform the work according to the specifications. A total of 12,500 square yards of materials was bid for the maintenance project at a cost of \$9.124 per sq. yard and a total cost of \$114,050.00.

City Manager deGraffenried said that if Council is favorable, Council could allow to amend the approval amount up to 25 percent for possible additional paving work in the City.

Council member Kuehne moved to authorize up to 25 percent above the bid amount of \$114,050.00 to Texas Materials Group, Inc. for the annual street maintenance program including any additional paving work. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.9	A Resolution of the Lampasas, Texas City Council determining a public necessity for acquiring fee simple title to a ±0.04 acre tract of land situated in Block 60, Lampasas Springs Addition, filed in cabinet 1, slide 14, in the plat records of Lampasas County, Texas, for use as an easement for public drainage utilities and /or other municipal purposes; authorizing the City Attorney to take legal actions including filing proceedings in Eminent Domain, if necessary, to acquire the easement property on behalf of the Citizens of the Lampasas Community for public propose(s); and providing an effective date.
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Gary Cox, Assistant City Manager, explained that City Staff has been working with Eckermann Engineering for the design of drainage and roadway improvements along West Avenue E. A portion of the project requires the acquisition of easements from three (3) property owners along the western side of W. Avenue E between N. Spring Street and N. Race Street for drainage improvements. City Staff has made contact with two (2) property owners, received verbal agreement to provide easements, and is currently working to finalize these agreements. The third owner (Eugene Gaddy) is deceased and the property has passed to heirs. City Staff has located contact information (New Mexico & Arizona) and sent certified mail requesting contact to the heirs and received receipt of delivery. After 60 days, City Staff has not received a response.

Cox said that in order to move the project forward, City Staff has requested the assistance of the City Attorney, Jo-Christy Brown, to obtain the easement needed for drainage improvements.

Council member White moved to approve the Resolution of the Lampasas, Texas City Council determining a public necessity for acquiring fee simple title to a ±0.04 acre tract of land situated in Block 60, Lampasas Springs Addition, filed in cabinet 1, slide 14, in the plat records of Lampasas County, Texas, for use as an easement for public drainage utilities and /or other municipal purposes; authorizing the City Attorney to take legal actions including filing proceedings in Eminent Domain, if necessary, to acquire the easement property on behalf of the Citizens of the Lampasas Community for public propose(s); and providing an effective date. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

7.10	Discussion and possible action regarding the approval of purchase of two replacement trucks due to age and condition in an amount not to exceed \$ 25,000.00 per truck for the Cemetery and Animal Shelter.
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Chris Eicher, Parks & Recreation Director, and Gary Cox, Assistant City Manager, reviewed the following information:

- It has been determined that there is a need for both the Cemetery and Animal Shelter for the replacement of their trucks due to the age and condition.
- City Staff contacted local dealers to obtain quotes. They received the following:
  - Benny Boyd Dealership – both trucks would be 2019 Ram 15000 4x2 quad cabs V8 engines priced at approximately \$28,809.96 each
  - HGAC contract – choice of 2019 Chevrolet Silverado 1500 double cab V6 at \$20,588.00; 2019 1500 Crew cab V6 flex at \$19,610.00; or 2019 Ford F150 XL Supercab V6 at \$18,720.00
  - Hoffpaur Chevrolet – 2019 Chevrolet Double cab V8 at \$27,826.33 each \$32,991.00 or 2019 F150 4x2 V8 at \$33,715.00

Mayor Talbert expressed that Council shouldn't be considering what is presented without formal quotes that allow apples to apples comparison. City Staff needs to package up specifications of what type of truck we are wanting, ie. V8 or V6 motor etc.

Both Council members White and Clark expressed that a V8 motor would be best.

Council member White preferred, when possible, to buy locally.

Council member Clark moved to table this item. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

7.11	DISCUSSION AND POSSIBLE ACTION CONCERNING THE PROPOSED TAX RATE UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF LAMPASAS, TEXAS, FOR THE 2019 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED
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DEBT OF THE CITY

Yvonne Moreno, Finance Director, explained that if the proposed tax rate will exceed the rollback rate, adjusted for sales tax, or the effective tax rate (whichever is lower), please take a record vote to place the proposal to adopt a proposed rate on the agenda of a future meeting as an action item.

The proposed tax rate in the FY 2019-2020 Budget is \$0.395218. The proposed rate is higher than the effective rate of \$0.388521 and therefore, if Council proposes, by motion, the proposed tax rate, Council may not ultimately vote a higher rate, but could vote a lower rate.

Mayor Pro Tem Monroe moved to place the proposal to adopt the tax rate of \$0.420000 on the agenda of a future meeting as an action item. The motion was seconded by Council member Clark and with a recorded roll call vote by the City Secretary, Christina Marez, as follows:

Council member Williamson	Yes
Council member Clark	Yes
Mayor Pro Tem Monroe	Yes
Mayor Talbert	Yes
Council member White	Yes
Council member Kuehne	Yes
Council member Touns	Yes

With a unanimous vote, the motion carried.

7.12	DISCUSSION AND POSSIBLE ACTION CONCERNING SCHEDULING TWO PUBLIC HEARINGS REGARDING THE PROPOSED TAX RATE UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF LAMPASAS, TEXAS, FOR THE 2019 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF LAMPASAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY
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Yvonne Moreno, Finance Director, explained that if the motion passes to place the proposal to adopt a proposed tax rate above the effective tax rate of \$0.388521 on the agenda of a future meeting as an action item, then the Governing Body must schedule two public hearings on the proposal. These hearings must take place within the boundaries of the unit, on a weekday that is not a holiday, and in a public building or, if a public building is not available, in a building normally open to the public.

Moreno said that the proposed date for the first hearing is Monday, August 26, 2019 at 7:00 p.m. The proposed date for the second hearing is Tuesday, September 3, 2019 at 5:30 p.m. \* NOTE: The second hearing may not be held earlier than the third day after the date of the first hearing. The meeting to adopt the budget and the tax rate must take place at least three (3) days but not more than fourteen (14) days from the date of the second hearing. Proposed date to adopt the budget and tax rate is Monday, September 9, 2019.

Mayor Pro Tem Monroe moved to schedule the two Public Hearings on the proposed tax rate for Monday, August 26, 2019 at 7:00 p.m. and Tuesday, September 3, 2019 at 5:30 p.m. The motion was seconded by Council member Touns and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:59 p.m. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

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

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

ATTEST:

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

**MINUTES OF SPECIAL MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
405 SOUTH MAIN STREET  
Monday, August 19, 2019  
5:30 p.m. Special Session**

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

**Council Members present:**

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

**Council Members absent:**

None

**City Staff Present:**

Finley deGraffenried, City Manager  
Gary Cox, Assistant City Manager  
Christina Marez, City Secretary  
Yvonne Moreno, Finance Director  
Van Berry, Golf Course Manager  
Shanda Subia, Library Director  
Sammy Bailey, Police Chief  
Jeffrey Smith, Fire Chief

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

**I. Call to order Special Session**

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

**II. Adjourn into Executive Session**

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

City Manager deGraffenried requested that Gary Cox, Assistant City Manager, be allowed in Executive Session. Council allowed.

**EXECUTIVE SESSION**

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

1. Section 551.071 (1) (A) and 551.071(2), Consultation with Attorney by telephone and/or in person concerning matters upon with the attorney has a duty and/or responsibility to report to the governmental body; Cause No 302,699-C, Bell County District Court, 169<sup>th</sup> Judicial District Central Texas Water Supply v. Kempner Water Supply Corporation, City of Lampasas Intervener and/or other matters posted on the regular agenda.

Executive session was adjourned at 5:45 p.m.

### III. Adjourn into Special Session

Mayor Pro Tem Monroe moved to adjourn into Special Session at 5:46 p.m. The motion was seconded by Council member Toups and with a unanimous vote, the motion carried.

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

Mayor Pro Tem Monroe moved to authorize Legal Counsel to proceed with strategy as discussed in Executive Session. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried.

### V. Discussion regarding debt issuance options for funding capital projects.

City Manager deGraffenried explained that Jennifer Ritter, with Specialized Public Finance, is present to discuss funding options for capital items such as the Public Safety Communication or Fiber project.

Ritter reviewed the following:

- Certificate of Obligation
- Revenue bonds
- GO Bonds – would need to call an election for the voters; too late to do for November election; If the City chooses to go with a Certificate of Obligation, all projects the City is wanting to do, must be listed with it; money cannot be used for non-listed items
- She reviewed the current 2011 CO Bond, could save some money if the City decided to refinance
- She reviewed the different interest rate increases to the amounts of borrowing from 3 million up to 6 million

### VI. Discussion and possible action regarding the approval of purchase of two replacement trucks due to age and condition in an amount not to exceed \$ 28,000.00 per truck for the Cemetery and Animal Shelter.

Gary Cox, Assistant City Manager, reviewed the quotes received from local dealers and state the contract. He said that City Staff revised the specifications of the vehicles sought and now are comparing apples to apples.

After review of the quotes, Cox recommended purchase of the two trucks from Hoffpauir Chevrolet. The timeline to receive the trucks is approximately four weeks.

Council member Toups moved to approve the purchase of two replacement trucks due to age and condition in an amount not to exceed \$ 28,000.00 per truck from Hoffpauir Chevrolet. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

## VII. Discussion and possible action regarding modifications to the FY 2019 Budget

City Manager deGraffenried provided an update on the status of the FY 2020 Budget, including modifications discussed at the August 12, 2019 Council meeting. He reviewed the following:

- Goals
  - Council Direction
  - Funding Sources
  - Employee Retention
  
- Currently
  - Flat budget
  - Slight increases in projects
  - Increase in paving
  - Increase in Economic Development/Infrastructure Funds
  - Unfunded Priorities
    - Police Safety Communications – approximately 1 million
    - Fiber infrastructure – approximately 4 to 6 million
    - FD Engine – approximately \$750,000.00
  
- Utilities, Tax Rates, Compensation
  
- Funding Sources Review
  - Tax rate        \$0.415        =        \$86,983.00
  - Garbage        \$1.25 increase =        \$42,990.00
  - Water            5% increase   =        \$141,345.00
  - Sewer            5% increase   =        \$86,685.00
  - Electric        \$0.0025 increase =        \$266,260.00
  - Electric        \$0,.001 increase =        \$106,504.00
  
- Pole Attachment renegotiation – hire a consultant
  
- City Manager deGraffenried reviewed examples of electric increase impact
  
- Retention/Recruitment/Compensation
  - Adjustment to salary ranges – 3%
  - \$74,284 for 32 positions
  - COLA – burdened – 2% = \$128,328.00; 1% = \$64,164.00
  - Position adjustments
    - \$40,875
      - 2 Admin
      - 5 Exempt
      - 2 Parks
      - 6 Police Department
      - 1 Fire Department

- 1 Golf Course
- 3 Electric
- 1 Water/Wastewater

Council discussion included:

- The City is not in financial situation to address all positions
- Council member White wanted to make it clear, not raising taxes to increase salaries
- When considering increases, the question to ask is the importance of the position to the City
- Really need to look at the positions that are out of the range market
- City Manager should be the one that considers the positions that should receive the increase
- Council member Clark wanted to relook at the positions that are below the market and compare to the City Manager's recommendation; are the 21 adjustments that he was recommending the ones that are affected by being below the market; City Manager said they were adjustments he felt were necessary to those positions in those departments
- Council felt that Public Safety and the Electric Department needed to be considered first

deGraffenried continued:

- Wrap up
  - Additional items or modifications
  - Additional information or research
  - Follow up for August 26 Council meeting

Council member White was in favor of considering the electric increase of \$0.001 = \$106,504.00 and garbage increase of \$1.25 = \$42,990.00 but not in favor of raising ad valorem tax. Council member Toups agreed with him.

It was the consensus of Council to raise the garbage rates by \$1.25 as presented.

No action was taken.

#### VIII. Adjourn Special Session

Council member Clark moved to adjourn the meeting at 7:14 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried.

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

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

ATTEST:

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

  
City Manager

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

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

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

Date Submitted: August 22, 2019 For the Agenda of: August 26, 2019

Procurement and Funding Statement: N/A

Attachments: Investment Report prepared by Patterson & Associates

**Summary Statement:**

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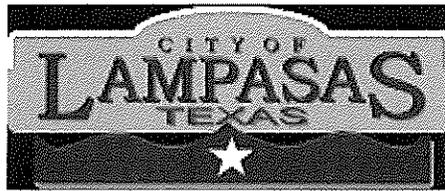
The weighted average maturity of City investments is 7 days.

The City's yield to maturity is 1.608

<u>Place of Investment</u>	<u>Investment Amount</u>	<u>% of Portfolio</u>
TexPool / TexPool Prime	\$3,260,179.94	20.79%
TexStar	\$1,607,592.97	10.25%
Bancorp South	\$4,895,458.08	31.22%
Money Market	\$3,895,115.07	24.84%
Frost Bank- Checking	\$1,024,010.10	6.53%
Federal Agency Securities	\$ 999,596.77	6.37%

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



**Monthly Investment Report  
July 31, 2019**

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

# EASING DOWN THE RIVER

After months of pushing the Fed to cut, the Fed responded with a 25bps cut this month. But the equity markets were sorely disappointed and money ran out of stocks and into bonds for safety, taking rates down dramatically. Because Chair Powell stressed that the ease was *“intended to insure against downside risks from weak global growth and trade policy uncertainty; to help offset the effects these factors are currently having on the economy; and, to promote a faster return of inflation”* and the move was a *“mid-cycle adjustment”*, bedlam reigned. The markets want more and want it now! The markets are pushing back hard against Powell and his *transitory* factors argument. These slowing transitory factors look less and less transitory to the markets.

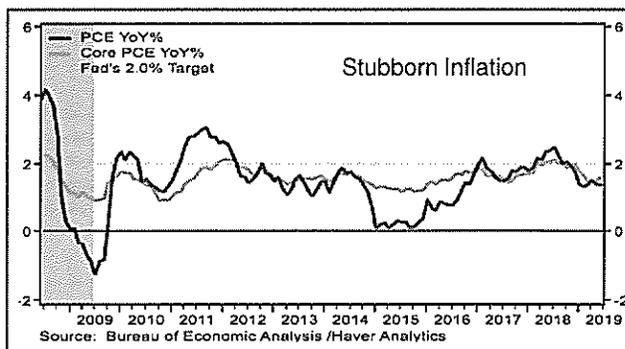
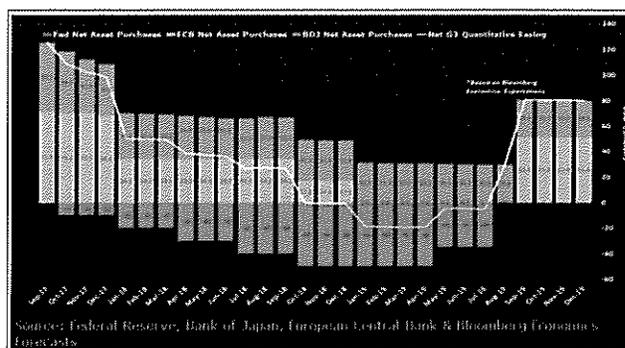
Largely ignored, the Fed did stop their balance sheet unwinding two months early, which is also effectively an ease. They are not alone. The chart shows that bond buying (easing) has reignited globally by central banks as their economies refuse to improve. The ECB left their rates at 0% and is hinting at a new stimulus package. All the central banks would rather enact preventive support than wait until it is too late.

Right after Powell’s statement, that trade had returned to a “simmer”, the White House reacted with additional tariffs to start September 1 – coincidentally?? These are different in that they do not target materials, but the consumer for the first time.

With further deterioration in the latest news on business investments, housing and manufacturing and the entrenched low inflation, more escalations in trade conflict makes it highly likely that a second cut will come this year – perhaps even in September.

The Fed continues however to reiterate that the US economy is not at risk. In July there were YOY increases in consumer confidence and jobs. But, the Chicago business barometer has eased to a contraction mode (below 50) and earnings were disappointing for the quarter with energy as a major factor. It is business and not the consumer that has lost confidence. New orders and business activity are down because business is more attentive to trade conditions.

Inflation is stubbornly staying below the Fed’s 2% target. Lower costs on Chinese products was a consideration, but as tariffs are drawn on consumer products, inflation should rise. That would hold true if the Chinese hadn’t drawn a new arrow out of their trade quiver. As the Chinese leaders have said, they do not want a trade war but they also are not afraid to fight.



# The Start of Something Bigger?

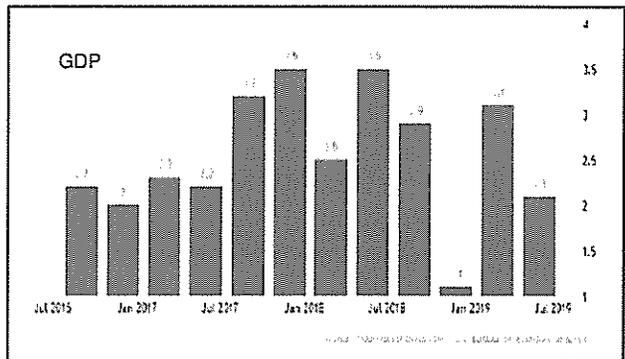
Now the Chinese are adding a currency component to the trade war. In such a controlled economy, China can manipulate their currency and has been trying to support the Yuan. China will move to decrease the value of the Yuan or let it drop, as a defense against their domestic weakness brought on by the trade conflict. They have let the Yuan fall to the *magical 7* value level, which has previously been their line in the sand. Domestically China's lower currency will balance the effect of the US tariffs, but just how far can they push their economy? They cannot let the Yuan get too strong or rich Chinese will buy even more real assets outside China. The US is limited in its ability to fight currency manipulation by China, but if China needs dollars to buy essentials they cannot let it fall too far. They may think extremely long-term, but the country has some major problems which grow each day this conflict continues.

In addition to the trade conflict, China is facing a major hostile political situation in Hong Kong which, if it escalates, will cause them to fight on two fronts.

The China/US trade situation is not the only dangerous global trade situation. The new British PM, Boris Johnson, came into office declaring that even a *no-deal* Brexit will occur in October – deal or no deal. Such a move has been dreaded by world markets for months. The ramifications are not totally clear, but it will definitely be detrimental to all world trade. On an eastern front, Japan and South Korea have ratcheted up the tension in the far east.

A two-year budget deal was completed this month, which temporarily alleviated the US debt ceiling issue. With this the issuance of T-Bills will be increased by the Treasury, which could support short-term rates slightly. The federal government borrowing is moving to top \$1trillion for the second year in a row. Such large issuances should have a sizeable impact on rates but with rates so low, markets appear unfazed by it.

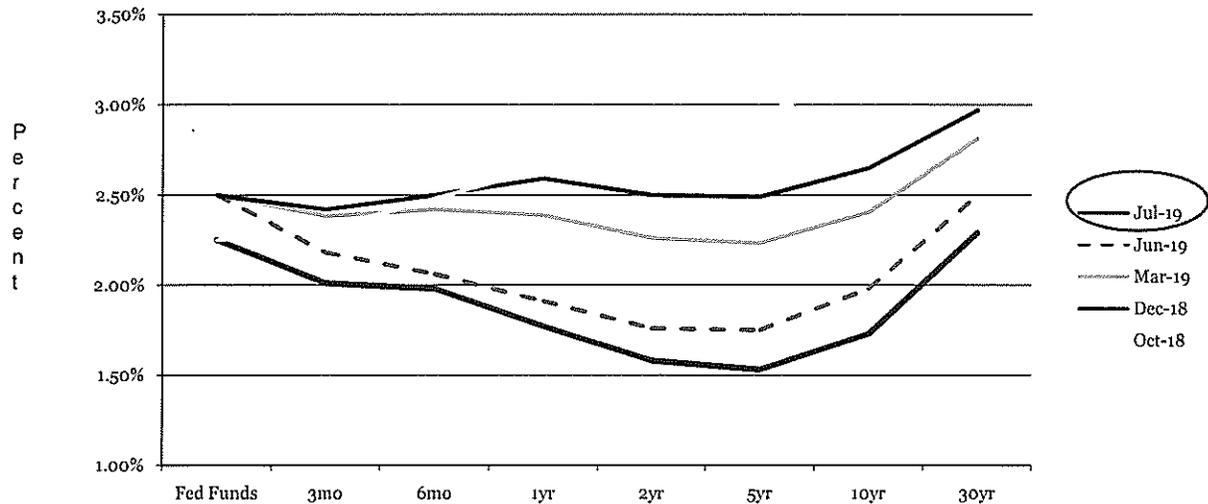
It appears that all this uncertainty makes us forget that the US economy continues to perk along and is not going into recession as long as the consumer, who makes up 68% of GDP, remains upbeat and confident. The current expansion is the longest on record going back to 1854. 2Q GDP growth came in at 2.1%, down from 1Q but still positive news. Durable goods are up. Payrolls, though soft, also confirm domestic strength and point to wage increases. The IMF has cut its global growth projections but interestingly raised the US projection. No one path is clearly differentiated. Time will tell.





# A Major Treasury Price Rally

- The equity markets were seriously disappointed that the FOMC did not state its intention to launch into a spiral of rate cuts. That, along with additional tariffs being threatened September 1, threw the bond markets into a major *risk-on* trade and yields plummeted as investors ran for cover.
- The Fed will also stop the unwinding of its balance sheet two months early, slowing supply in the long end. But a deal on the budget and debt ceiling for 2 years will have the Treasury issuing Bills in larger auctions, which may support the short end at least partially.
- Part of the move continues to be comparable rates in other major global economies. The yield on the German 10-year is now a *negative!* (-0.52%) That has to make the US at even 1.73% look attractive. But it also shows a weaker global economy.
- Positioning portfolios in an inverted curve is tough. The advantage of holding short-term assets makes extension difficult, but as overnight rates sink to the lower rates and another rate cut is expected, the T-Bills and other discounts look very favorable.

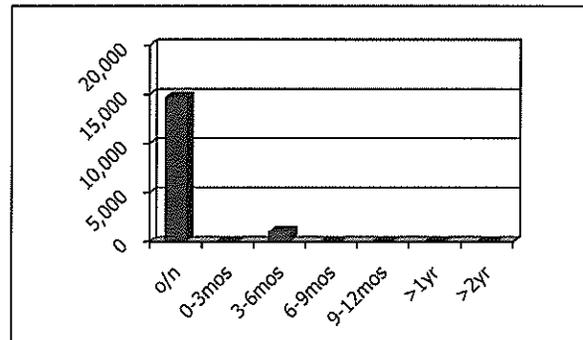
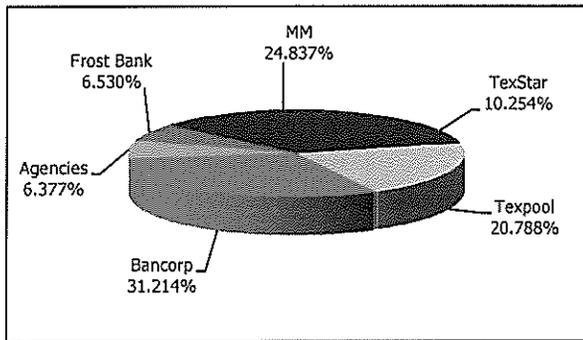


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

# Your Portfolio

As of July 31, 2019

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our ongoing anticipation of lower rates in 2019. These rate cuts and the potential of more decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.
- The non-cash portion of your portfolio is yielding 2.783%.



PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

City of Lampasas, Texas  
 Portfolio Management  
 Portfolio Summary  
 July 31, 2019

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Federal Agency Coupon Securities	1,000,000.00	1,001,320.23	999,596.77	6.37	364	96	2.783
Bancorp South	4,895,458.08	4,895,458.08	4,895,458.08	31.22	1	1	1.000
Texpool/Texpool Prime	3,260,179.94	3,260,179.94	3,260,179.94	20.79	1	1	2.439
TexStar	1,607,592.97	1,607,592.97	1,607,592.97	10.25	1	1	2.388
Frost Bank	1,024,010.10	1,024,010.10	1,024,010.10	6.53	1	1	0.000
Money Market	3,895,115.07	3,895,115.07	3,895,115.07	24.84	1	1	1.477
<b>Investments</b>	<b>15,682,356.16</b>	<b>15,683,676.39</b>	<b>15,681,952.93</b>	<b>100.00%</b>	<b>24</b>	<b>7</b>	<b>1.608</b>

Total Earnings	July 31 Month Ending	Fiscal Year To Date
Current Year	21,960.65	249,709.74

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 07/01/2019-07/31/2019  
 Data Updated: SET\_LAMP: 08/14/2019 10:35  
 Run Date: 08/14/2019 - 10:36

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



**City of Lampasas, Texas  
Summary by Type  
July 31, 2019  
Grouped by Fund**

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

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Cash</b>						
Bancorp South	3	3,951,522.77	3,951,522.77	25.20	0.998	1
Money Market	5	3,895,115.07	3,895,115.07	24.84	1.477	1
Federal Agency Coupon Securities	1	1,000,000.00	999,596.77	6.37	2.783	96
Texpool/Texpool Prime	1	1,755,658.53	1,755,658.53	11.20	2.388	1
<b>Subtotal</b>	<b>10</b>	<b>10,602,296.37</b>	<b>10,801,893.14</b>	<b>87.61</b>	<b>1.572</b>	<b>10</b>
<b>Fund: Cert. of Obligation 2016</b>						
Texpool/Texpool Prime	1	1,504,521.41	1,504,521.41	9.59	2.500	1
<b>Subtotal</b>	<b>1</b>	<b>1,504,521.41</b>	<b>1,504,521.41</b>	<b>9.59</b>	<b>2.500</b>	<b>1</b>
<b>Fund: Electric</b>						
Bancorp South	1	376,346.65	376,346.65	2.40	0.998	1
Frost Bank	1	1,024,010.10	1,024,010.10	6.53	0.000	1
TexStar	1	1,607,592.97	1,607,592.97	10.25	2.388	1
<b>Subtotal</b>	<b>3</b>	<b>3,007,949.72</b>	<b>3,007,949.72</b>	<b>19.18</b>	<b>1.401</b>	<b>1</b>
<b>Fund: LEDC</b>						
Bancorp South	2	283,138.35	283,138.35	1.81	0.998	1
<b>Subtotal</b>	<b>2</b>	<b>283,138.35</b>	<b>283,138.35</b>	<b>1.81</b>	<b>0.998</b>	<b>1</b>
<b>Fund: Seizures</b>						
Bancorp South	2	18,473.18	18,473.18	0.12	0.561	1
<b>Subtotal</b>	<b>2</b>	<b>18,473.18</b>	<b>18,473.18</b>	<b>0.12</b>	<b>0.561</b>	<b>1</b>
<b>Fund: Trust</b>						
Bancorp South	2	73,433.20	73,433.20	0.47	1.248	1
<b>Subtotal</b>	<b>2</b>	<b>73,433.20</b>	<b>73,433.20</b>	<b>0.47</b>	<b>1.248</b>	<b>1</b>
<b>Fund: Water</b>						

City of Lampasas, Texas  
 Summary by Type  
 July 31, 2019  
 Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM,365	Average Days to Maturity
<b>Fund: Water</b>						
Bancorp South	1	192,543.93	192,543.93	1.23	0.998	1
<b>Subtotal</b>	<b>1</b>	<b>192,543.93</b>	<b>192,543.93</b>	<b>1.23</b>	<b>0.998</b>	<b>1</b>
<b>Total and Average</b>	<b>21</b>	<b>15,682,358.16</b>	<b>15,681,952.93</b>	<b>100.00</b>	<b>1.808</b>	<b>7</b>



City of Lampasas, Texas  
 Fund CASH - Cash  
 Investments by Fund  
 July 31, 2019

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Federal Agency Coupon Securities</b>										
3130AFDA2	10053	FHLB Note	11/06/2018	999,596.77	1,000,000.00	1,001,320.23	2.625	2.744	2.782	11/05/2019 96
<b>Subtotal and Average</b>				<b>999,596.77</b>	<b>1,000,000.00</b>	<b>1,001,320.23</b>		<b>2.744</b>	<b>2.783</b>	<b>96</b>
<b>Bancorp South</b>										
0474	10004	Bancorp South	09/01/2014	3,928,326.32	3,928,326.32	3,928,326.32	0.998	0.984	0.997	1
3213	10006	Bancorp South	09/01/2014	456.38	456.38	456.38	0.998	0.984	0.997	1
4187	10007	Bancorp South	09/01/2014	22,740.07	22,740.07	22,740.07	0.998	0.984	0.997	1
<b>Subtotal and Average</b>				<b>3,951,522.77</b>	<b>3,951,522.77</b>	<b>3,951,522.77</b>		<b>0.984</b>	<b>0.998</b>	<b>1</b>
<b>Texpool/Texpool Prime</b>										
14103	10000	Texpool	09/01/2014	1,755,658.53	1,755,658.53	1,755,658.53	2.388	2.354	2.387	1
<b>Subtotal and Average</b>				<b>1,755,658.53</b>	<b>1,755,658.53</b>	<b>1,755,658.53</b>		<b>2.355</b>	<b>2.388</b>	<b>1</b>
<b>Money Market</b>										
5001632	10023	Austin Capital Bank MM	01/29/2015	248,415.20	248,415.20	248,415.20	1.000	0.986	1.000	1
XXXX579	10026	Business Bank of TX ICS	04/02/2015	3,118,851.55	3,118,851.55	3,118,851.55	1.510	1.489	1.510	1
XXXX561	10029	Business Bank of TX ICS	06/01/2015	527,846.32	527,846.32	527,846.32	1.510	1.489	1.510	1
4001579	10027	Business Bk Ultimate Bus M/M	05/01/2015	1.00	1.00	1.00				1
4001561	10030	Business Bk Ultimate Bus M/M	06/30/2015	1.00	1.00	1.00				1
<b>Subtotal and Average</b>				<b>3,895,115.07</b>	<b>3,895,115.07</b>	<b>3,895,115.07</b>		<b>1.457</b>	<b>1.477</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>10,601,893.14</b>	<b>10,602,298.37</b>	<b>10,603,616.60</b>		<b>1.551</b>	<b>1.572</b>	<b>9</b>

Fund CERTS16 - Cert. of Obligation 2016  
Investments by Fund  
July 31, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Texpool/Texpool Prime</b>										
14103A	10041	Texpool Prime	11/08/2016	1,504,521.41	1,504,521.41	1,504,521.41	2.500	2.465	2.499	1
<b>Subtotal and Average</b>				<b>1,504,521.41</b>	<b>1,504,521.41</b>	<b>1,504,521.41</b>	<b>2.488</b>	<b>2.500</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>1,504,521.41</b>	<b>1,504,521.41</b>	<b>1,504,521.41</b>	<b>2.488</b>	<b>2.500</b>		<b>1</b>

Fund ELEC - Electric  
Investments by Fund  
July 31, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0672	10005	Bancorp South	09/01/2014	376,346.65	376,346.65	376,346.65	0.998	0.984	0.997	1
<b>Subtotal and Average</b>				<b>376,346.65</b>	<b>376,346.65</b>	<b>376,346.65</b>		<b>0.984</b>	<b>0.998</b>	<b>1</b>
<b>TexStar</b>										
17390	10001	TexStar	09/01/2014	1,607,592.97	1,607,592.97	1,607,592.97	2.388	2.355	2.388	1
<b>Subtotal and Average</b>				<b>1,607,592.97</b>	<b>1,607,592.97</b>	<b>1,607,592.97</b>		<b>2.356</b>	<b>2.388</b>	<b>1</b>
<b>Frost Bank</b>										
1732110	10022	Frost Bank Public Checking	01/20/2015	1,024,010.10	1,024,010.10	1,024,010.10				1
<b>Subtotal and Average</b>				<b>1,024,010.10</b>	<b>1,024,010.10</b>	<b>1,024,010.10</b>		<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>3,007,949.72</b>	<b>3,007,949.72</b>	<b>3,007,949.72</b>		<b>1.382</b>	<b>1.401</b>	<b>1</b>

Fund LEDC - LEDC  
Investments by Fund  
July 31, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
1092	10002	Bancorp South	09/01/2014	274,812.09	274,812.09	274,812.09	0.998	0.984	0.997	1
2353	10003	Bancorp South	09/01/2014	8,326.26	8,326.26	8,326.26	0.998	0.984	0.997	1
<b>Subtotal and Average</b>				<b>283,138.35</b>	<b>283,138.35</b>	<b>283,138.35</b>	<b>0.984</b>	<b>0.984</b>	<b>0.998</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>283,138.35</b>	<b>283,138.35</b>	<b>283,138.35</b>	<b>0.984</b>	<b>0.984</b>	<b>0.998</b>	<b>1</b>

**Fund SEIZ - Seizures  
Investments by Fund  
July 31, 2019**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
0763	10008	Bancorp South	09/01/2014	8,946.35	8,946.35	8,946.35	0.998	0.984	0.997	1
1999	10009	Bancorp South	09/01/2014	9,526.83	9,526.83	9,526.83	0.150	0.147	0.150	1
<b>Subtotal and Average</b>				<b>18,473.18</b>	<b>18,473.18</b>	<b>18,473.18</b>	<b>0.553</b>	<b>0.561</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>18,473.18</b>	<b>18,473.18</b>	<b>18,473.18</b>	<b>0.553</b>	<b>0.561</b>		<b>1</b>

Fund TRUST - Trust  
Investments by Fund  
July 31, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
6349	10010	Bancorp South	09/01/2014	43,517.79	43,517.79	43,517.79	1.248	1.230	1.247	1
6348	10011	Bancorp South	09/01/2014	29,915.41	29,915.41	29,915.41	1.248	1.230	1.247	1
<b>Subtotal and Average</b>				<b>73,433.20</b>	<b>73,433.20</b>	<b>73,433.20</b>		<b>1.231</b>	<b>1.248</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>73,433.20</b>	<b>73,433.20</b>	<b>73,433.20</b>		<b>1.231</b>	<b>1.248</b>	<b>1</b>

Fund WATER - Water  
Investments by Fund  
July 31, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
<b>Bancorp South</b>										
1639	10012	Bancorp South	09/01/2014	192,543.93	192,543.93	192,543.93	0.998	0.984	0.997	1
<b>Subtotal and Average</b>				<b>192,543.93</b>	<b>192,543.93</b>	<b>192,543.93</b>	<b>0.984</b>	<b>0.998</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>192,543.93</b>	<b>192,543.93</b>	<b>192,543.93</b>	<b>0.984</b>	<b>0.998</b>		<b>1</b>



**City of Lampasas, Texas  
Interest Earnings  
Sorted by Fund - Fund  
July 1, 2019 - July 31, 2019  
Yield on Average Book Value**

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings			
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings	
<b>Fund: Cash</b>													
3130AFDA2	10053	CASH	FAC	1,000,000.00	999,468.08	999,536.57	11/05/2019	2.625	2.728	2,187.50	128.69	2,316.19	
14103	10000	CASH	RR2	1,755,658.53	1,752,105.55	1,752,220.16		2.388	2.387	3,552.98	0.00	3,552.98	
5001632	10023	CASH	RR5	248,415.20	248,204.40	248,211.20		1.000	1.000	210.80	0.00	210.80	
XXXX579	10026	CASH	RR5	3,118,851.55	3,114,880.89	3,115,008.98		1.510	1.501	3,970.66	0.00	3,970.66	
XXXX561	10029	CASH	RR5	527,846.32	527,174.32	527,196.00		1.510	1.501	672.00	0.00	672.00	
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	3,928,326.32	4,449,013.49	4,432,217.13		0.998	1.016	3,823.16	0.00	3,823.16	
3213	10006	CASH	RRP	456.38	505.95	504.35		0.998	1.004	0.43	0.00	0.43	
4187	10007	CASH	RRP	22,740.07	21,000.56	23,791.35		0.998	0.910	18.38	0.00	18.38	
		<b>Subtotal</b>		<b>10,802,298.37</b>	<b>11,112,355.24</b>	<b>11,098,887.74</b>				<b>1,545</b>	<b>14,435.91</b>	<b>128.69</b>	<b>14,564.60</b>
<b>Fund: Cert. of Obligation 2016</b>													
14103A	10041	CERTS16	RR2	1,504,521.41	1,658,485.53	1,569,783.90		2.500	2.500	3,333.59	0.00	3,333.59	
		<b>Subtotal</b>		<b>1,504,521.41</b>	<b>1,658,485.53</b>	<b>1,569,783.90</b>				<b>2,500</b>	<b>3,333.59</b>	<b>0.00</b>	<b>3,333.59</b>
<b>Fund: Electric</b>													
17390	10001	ELEC	RR3	1,607,592.97	1,604,338.64	1,604,443.62		2.388	2.388	3,254.33	0.00	3,254.33	
1732110	10022	ELEC	RR4	1,024,010.10	1,024,010.10	1,024,010.10				0.00	0.00	0.00	
0672	10005	ELEC	RRP	376,346.65	373,104.24	374,558.83		0.998	0.998	317.41	0.00	317.41	
		<b>Subtotal</b>		<b>3,007,949.72</b>	<b>3,001,452.98</b>	<b>3,003,012.55</b>				<b>1,400</b>	<b>3,571.74</b>	<b>0.00</b>	<b>3,571.74</b>
<b>Fund: LEDC</b>													
1092	10002	LEDC	RRP	274,812.09	276,284.63	275,394.55		0.998	0.998	233.38	0.00	233.38	
2363	10003	LEDC	RRP	8,326.26	20,117.92	9,840.77		0.998	0.998	8.34	0.00	8.34	
		<b>Subtotal</b>		<b>283,138.35</b>	<b>296,402.55</b>	<b>285,235.32</b>				<b>0.998</b>	<b>241.72</b>	<b>0.00</b>	<b>241.72</b>

City of Lampasas, Texas  
Interest Earnings  
July 1, 2019 - July 31, 2019

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Seizures</b>												
1999	10009	SEIZ	RRP	9,526.83	9,525.66	9,525.92		0.150	0.145	1.17	0.00	1.17
0763	10008	SEIZ	RRP	8,946.35	9,063.69	9,039.74		0.998	0.998	7.65	0.00	7.65
			<b>Subtotal</b>	<b>18,473.18</b>	<b>18,589.35</b>	<b>18,565.67</b>			<b>0.998</b>	<b>8.83</b>	<b>0.00</b>	<b>8.83</b>
<b>Fund: Trust</b>												
6349	10010	TRUST	RRP	43,517.70	43,471.72	43,473.21		1.248	1.248	46.07	0.00	46.07
6348	10011	TRUST	RRP	29,915.41	29,893.74	29,884.76		1.248	1.248	31.67	0.00	31.67
			<b>Subtotal</b>	<b>73,433.20</b>	<b>73,365.48</b>	<b>73,357.97</b>			<b>1.248</b>	<b>77.74</b>	<b>0.00</b>	<b>77.74</b>
<b>Fund: Water</b>												
1639	10012	WATER	RRP	192,543.93	191,056.50	191,678.68		0.998	0.998	162.43	0.00	162.43
			<b>Subtotal</b>	<b>192,543.93</b>	<b>191,056.50</b>	<b>191,678.68</b>			<b>0.998</b>	<b>162.43</b>	<b>0.00</b>	<b>162.43</b>
			<b>Total</b>	<b>15,882,358.18</b>	<b>16,351,697.81</b>	<b>16,240,321.83</b>			<b>1.592</b>	<b>21,831.98</b>	<b>128.89</b>	<b>21,960.85</b>

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

City of Lampasas, Texas  
 Amortization Schedule  
 July 1, 2019 - July 31, 2019  
 Sorted By Fund - Fund

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

Investment #	Maturity Date	Beginning Par Value				Amounts Amortized	Amount Amortized	Amt Amortized	Amount Unamortized	
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	As of 07/01/2019	This Period	Through 07/31/2019	Through 07/31/2019
<b>Cash</b>										
10053	CASH	11/05/2019	1,000,000.00	998,460.00	-1,540.00	999,596.77	1,008.08	128.69	1,136.77	-403.23
FHLB Note			2.625				-531.92			
			<b>Subtotal</b>	<b>998,460.00</b>	<b>-1,540.00</b>	<b>999,596.77</b>	<b>1,008.08</b>	<b>128.69</b>	<b>1,136.77</b>	<b>-403.23</b>
			<b>Total</b>	<b>998,460.00</b>	<b>-1,540.00</b>	<b>999,596.77</b>	<b>1,008.08</b>	<b>128.69</b>	<b>1,136.77</b>	<b>-403.23</b>
							<b>-531.92</b>			

Run Date: 09/14/2019 - 10:52

Portfolio LAMP  
 AP  
 AS (PRF\_ASW) 7.2.1  
 Report Ver. 7.3.5.1

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

City of Lampasas, Texas  
Projected Cashflow Report  
Sorted by Monthly  
For the Period August 1, 2019 - February 29, 2020

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

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
<b>November 2019</b>										
11/05/2019	10053	CASH	3130AFDA2	Maturity	FHLB Note	1,000,000.00	998,460.00	1,000,000.00	13,125.00	1,013,125.00
<b>Total for November 2019</b>						<b>1,000,000.00</b>	<b>998,460.00</b>	<b>1,000,000.00</b>	<b>13,125.00</b>	<b>1,013,125.00</b>
<b>GRAND TOTALS:</b>						<b>1,000,000.00</b>	<b>998,460.00</b>	<b>1,000,000.00</b>	<b>13,125.00</b>	<b>1,013,125.00</b>

Run Date: 08/14/2019 - 10:50

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

**Memo**

To: Finley deGraffenried, City Manager  
 From: Monica Wright, Director of Information Systems  
 Date: Friday, August 2, 2019  
 Re: July 2019 Monthly Report

Information  
Systems

**Service Requests:**

	July 2018	July 2019	
IT Department	143	271	<b>+128 service requests</b>

**Social Media Stats:**

	July 2018	July 2019	
Facebook Likes	5,027	5,593	<b>+566 FB page likes</b>
Twitter Followers	323	447	<b>+124 Twitter followers</b>

**Website Payments:**

	July 2018	July 2019	
City Utility	287 \$118,408.70	347 \$117,621.50	<b>+60 online payments -\$787.20</b>
Municipal Court	29 \$5,580.68	42 \$9,826.68	<b>+13 online payments +\$4,246</b>

**Website Stats:**

	July 2018	July 2019	
Page Visits	13,449	16,026	<b>+ 2,577 visits</b>
Page Views	25,263	30,206	<b>+ 4,943 page views</b>
Downloads	2,558	2,033	<b>-525 downloads</b>

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

**FY 2018/2019 Projects:**

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

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

### July Projects:

- Attended budget meetings with City Manager & City Council
- Configured/installed replacement Airport AWOS PC
- Installed server rack at IT Building
- Ordered photo contest prizes with new City logo
- Relocated IT staff to IT Building/pulled cable to new switch
- Obtained quote for replacement camera equipment at Hancock/ordered
- Phone vendor was onsite to terminate dedicated elevator phone line at Old City Hall
- Replaced failed hard drive on CH NAS
- Configured/installed WAP at IT Building
- Obtained quote for replacement PD Phone system
- AV vendor onsite to extend cables under podium at Old City Hall
- Configured replacement PD Toughbook/issued out
- Worked with Incode to correct credit card errors
- Vendor onsite to extend phone lines to IT Building
- Obtained quote/ordered/configured replacement laptop for Fire Chief
- Configured laptop for EDC intern
- Ordered replacement power supply for PD WG server/installed
- Replaced failed hard drive on PD WG server
- Obtained quote/ordered Ipad/case for Police Department
- Configured VPN access for AV remote support

### August Projects:

- Activate/setup PD Ipad/add to inventory
- Replace Electric desktop PC
- Install patch panel in IT Server Rack at IT Building
- Configure/install cameras/switch at Hancock Pool
- Run network cable/terminate at IT Building
- Install Cat 6 jack terminations/wall plates at IT Building
- Run Cat 6 cable for cameras at Old City Hall
- Configure/install cameras at Old City Hall
- Install lock boxes for equipment at Old City Hall
- Relocate IT inventory to IT Building
- Maintenance on systems at each department
- Run network cable from switch to the Sign PC at PW Barn
- Continue working on MyGov project with staff

### Daily/Weekly/Monthly Tasks:

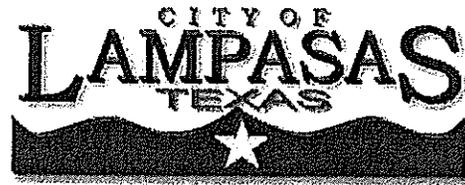
- OS updates on City Hall, PD, Library and WWW NAS devices
- OS updates to firewalls
- Install Windows updates on City & PD servers & workstations
- Content updates to LEDC Website/Facebook/Twitter
- Content updates to the City Website/Facebook/Twitter
- Reply to website/social media submissions/requests
- Perform routine maintenance on hardware and software
- Backup all workstations/servers/NAS storage devices
- Update virus / spyware definitions and apply security patches to computers/servers
- Order toner needed in each department

- Prepare reports for and attend directors meeting and City Council meeting
- IT monthly report
- LEDC website analytics monthly report
- Continued education of network security threats
- Continued research of applications/software for departments

**Future Projects & Goals:**

- IT Building – (Current Chambers) (2019-2020)
- Order additional Meter Reader Tablet/Laptop for automated meter reads (2020-2021)
- Research/implement timesheet/time off request software (2019-2020)
- Research/implement digital/paperless software (2020-2021)
- Point to Point wireless Internet solution for locations not on fiber (2020-2021)
- Install additional data/power drops in PD Patrol Bay (2019-2020)
- Replace PD Watchguard server (2019-2020)
- Implement agenda software/archive software for audio/visual recordings (2019-2020)
- Replace Library Useful server/thin clients (2020-2021)
- Replace Council Ipads (2019-2020)
- Replace (2) City Hall Servers (2019-2020)
- Social Media Retention Software (2020-2021)
- Microsoft Office Exchange Email Archive (2020-2021)
- Re-cable all City buildings in preparation for VOIP infrastructure (2020-2021)
- City-wide building VOIP phone software solution (2021-2022)
- Upgrade all Windows 7 desktop PC's (2019-2020)
- City wide cyber security employee training (2019-2020)

# Memo



Parks and Recreation Dept.

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

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## PARKS DEPARTMENT

As usual, the Parks Department had a very busy month of July. As is typically the case, our largest project was Spring Ho. Although it was hot and involved lots of overtime for our department, it was a successful event, without any major problems or incidents. Our swimming pools were a popular hangout during July, with scorching temperatures being the norm. We've received tons of compliments on the new restrooms and pavilion in Brook Park.

## SPORTS FACILITIES

The Sports Crew was also busy during Spring Ho with all kids day activities and washer pitching taking place at Gavin Garrett Soccer Complex. They've been extremely busy with field maintenance and adult softball as well. We've received nothing but compliments about the new turf management plan that has been put in place. The fairway mower that we inherited from the golf course has made huge improvements to the field quality. We will be looking at pricing for purchase verses lease on one of these mowers in the future.

## CEMETERY

(See Reports)

## AIRPORT

- Daily inspections to fuel tanks, runways, runway lights and hangers
- Mowed highway frontage and weed eaten at airport
- Cleaned around sign at Airport
- Inmates assisted with mowing and weed eating at airport

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

I) Regular Personnel Hours Available: 1400.00

<u>LESS:</u>		
A)	Vacation Leave	16.00
B)	Sick Leave	18.50
C)	Supervision/Training	96.00
D)	Holiday	56.00
E)	Other	
SUB-TOTAL		186.50

<u>PLUS:</u>		
A)	Over Time	168.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	
SUB-TOTAL		168.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 1381.50

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

III)	<u>Department Projects for the Month.</u>				
	<u>Spring Ho Festival</u>	289.50			
	<u>Hancock Pool Surveillance System</u>	64.00			
	<u>"Back to School" Event at Hanna Springs Pool</u>	19.50			
	<u>Other:</u>				
	Sub-total Hours on Projects:			373.00	

IV)	<u>Department Operations and Maintenance for the Month.</u>				
	<u>Cleaning Parks</u>	177.50			
	<u>Airport Maint.</u>	26.00			
	<u>Mowing/Weed eating</u>	302.00			
	<u>Building and Grounds</u>	324.00			
	<u>Equipment/Vehicles/Shop</u>	79.00			
	<u>Office/Meetings</u>	100.00			
	Sub-total Hours on Projects:			1008.50	

TOTAL HOURS FOR DEPARTMENT 1381.50

V)	<u>Department's Proposed Projects for next Month</u>				
	Total Estimated Hours on Proposed Projects:			0.00	

**WEEKLY WORK SCHEDULES  
PARKS DEPARTMENT**

WEEK OF: JULY 7-13, 2019

	ESTIMATED	ACTUAL
TOTAL HOURS	280.00	280.00
OVERTIME	100.00	91.00
PART-TIME/TEMPORARY		
LESS VACATION		
LESS SICK		
SUPERVISION	20.00	20.00
LESS OTHER		
<b>TOTAL HOURS</b>	<b>360.00</b>	<b>351.00</b>
 <b>WORK ORDERS</b>		
# OF SCHEDULED/COMPLETED		
MAN HOURS		
NUMBER STILL OPEN		
<b>TOTAL HOURS - WORK ORDERS</b>	<b>-</b>	<b>-</b>
 <b>PROJECTS</b>		
SPRING HO FESTIVAL	260.00	252.00
<b>TOTAL HOURS - PROJECTS</b>	<b>260.00</b>	<b>252.00</b>
 <b>OPERATIONS &amp; MAINTENANCE</b>		
CLEANING PARKS	36.00	36.00
AIRPORT MAINT.	5.00	5.00
MOWING/WEED EATING	20.00	16.00
BUILDING/GROUNDS	14.00	16.00
EQUIP/VEHICLES/SHOP	5.00	6.00
<b>TOTAL HOURS - O&amp;M</b>	<b>80.00</b>	<b>79.00</b>
 <b>OTHER</b>		
OFFICE	10.00	10.00
MEETINGS	10.00	10.00
<b>TOTAL OTHER:</b>	<b>20.00</b>	<b>20.00</b>
 <b>TOTAL CATAGORIES</b>	 <b>360.00</b>	 <b>351.00</b>

**Department: SPORTS FACILITIES**  
**Monthly Activity Report**  
**MONTH OF JULY 2019**

I) Regular Personnel Hours Available: 480.00

LESS:

A)	Vacation Leave	56.00
B)	Sick Leave	8.00
C)	Supervision/Training	
D)	Holiday	24.00
E)	Other (?)	

SUB-TOTAL 88.00

PLUS:

A)	Over Time	19.00
B)	Temporary Labor	
C)	Part Time	
D)	Transfer	

SUB-TOTAL 19.00

TOTAL HOURS AVAILABLE FOR THE MONTH: 411.00

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.

Prep Gavin Garrett for Spring Ho Events	16.00	
Spread Kmag and Hi Mag Fertilizers at 580 Complex	8.00	
Other:		
Sub-total Hours on Projects:		24.00

IV) Department Operations and Maintenance for the Month.

Cleaning Fields	90.00	
Turf Management	90.00	
Mowing/Weed eating	80.00	
Building and Grounds	65.00	
Equipment/Vehicles/Shop	52.00	
Office/Meetings	10.00	
Sub-total Hours on Projects:		387.00

TOTAL HOURS FOR DEPARTMENT 411.00

V) Department's Proposed Projects for Next Month

Spread Special Blend Fertilizer at 580 Complex	8.00	
Prep Gavin Garrett for Upcoming Fall Soccer Season	16.00	
Total Estimated Hours on Proposed Projects:		24.00

# Memo



Oak Hill Cemetery

To: Chris Eicher, Parks & Rec. Director  
From: Duane Griffith Cemetery Crew Leader  
Date: 8/16/2019  
Re: End of the month report July

---

Interments	1
Fee's for over site	\$100.00
Sites sold	13) \$6,600.00
Niche sales	0
Beautification fund	\$228.00
Visitors Assisted	2
Level & Backfill sites	2
Meetings Attended	0
Permits Issued – n/c	2
Permits Issued – chg	

DEPARTMENT: CEMETERY  
MONTHLY ACTIVITY REPORT

FOR THE MONTH OF: JUL 2019

Regular Personnel Hours Available:

552

LESS:

A)	Vacation Leave/Personal Day	20.5
B)	Sick Leave	48.5
C)	Jury Duty	0
D)	Other (holiday/bad weather)	24
E)	Supervision	5
SUB-TOTAL		98

PLUS:

A)	Transfer from Parks	0
B)	Seasonal Labor/Temp	0
C)	Other (Community service)	0
D)	Overtime	30
SUB-TOTAL		30

TOTAL HOURS AVAILABLE FOR THE MONTH: 484

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

Received	Completed	Outstanding	Void	Hours
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**Department Projects for the Month**

Spring Ho	23
	0
	0

Sub-total Hours on Special Projects: 23

**Department Operations and Maintenance for the Month**

Mowing & W/E	240
Equip & Veh Maint	21
Buildings & Grounds	173
Office Operations	27

Sub-total Hours on OM Projects: 461

**OTHER**

	0
	0
	0

Sub-total Other 0

TOTAL HOURS FOR DEPARTMENT 484

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

	0
	0
Total Estimated Hours on Proposed Projects:	0

## LAMPASAS PUBLIC LIBRARY

JULY 2019

Circulation	We circulated 6,298 items in July, which is down 4.5% from June (6,596).
Door Count	The July door count (4,582) was down 33.2% from last month. The library was closed for the holiday on Thursday, July 4, as well as Saturday, July 13, for Spring Ho.
Internet Usage	Internet usage (563) was down 8.6% from June (616).
Wifi Usage	We had 309 distinct clients use the public wifi in July, which is up 7.7% from June. There were an average of 24 users per day, down 17.2% from last month.
Text Interactions	We communicated, via text messages, with 114 unique phone numbers in July, which is down 19.1% from June (141). We sent/received a total of 670 messages, which is down 14.8% from last month (786).
July Programs	We offered 8 programs in July (compared 19 in June), which included special story times led by Beta Mu members, a Stuffed Animal Story Time & Sleepover, Lego Robotics for Adults, 42 Club, and Harry Potter Party. The number of programs was down because of Spring Ho.
July Attendance	Total attendance for July programs was 151, which is obviously down from June, as that was our summer reading month.
August Programs	In addition to the Booksale Blowout scheduled August 3-10, we will also have two story times, How Pinteresting!, Healthy Eating on a Budget with Karen DeZarn, and Lego Robotics classes.
Back To School Bash	Shanda and Emily will be attending the Back To School Bash on Wednesday, August 7, at the the high school. We will be highlighting some of our Fall programming, including How Pinteresting! classes, an all-day genealogy workshop hosted by McLennan County Library, as well as our upcoming BBQ for Books fundraiser.
Broken Window	Our etched window was removed and the space boarded up. The window was sent off to be resealed, but we have not heard an update as far as when it might be reinstalled. Two companies were contacted, but the only timely quote we received was from McGregor Glass, which was for an amount well under our deductible.



# Memo

**To:** Finley deGraffenied, City Manager  
**From:** Van Berry, Golf Course Manager  
**cc:** City Council Members  
**Date:** August 23, 2019  
**Re:** Monthly Report, July 2019

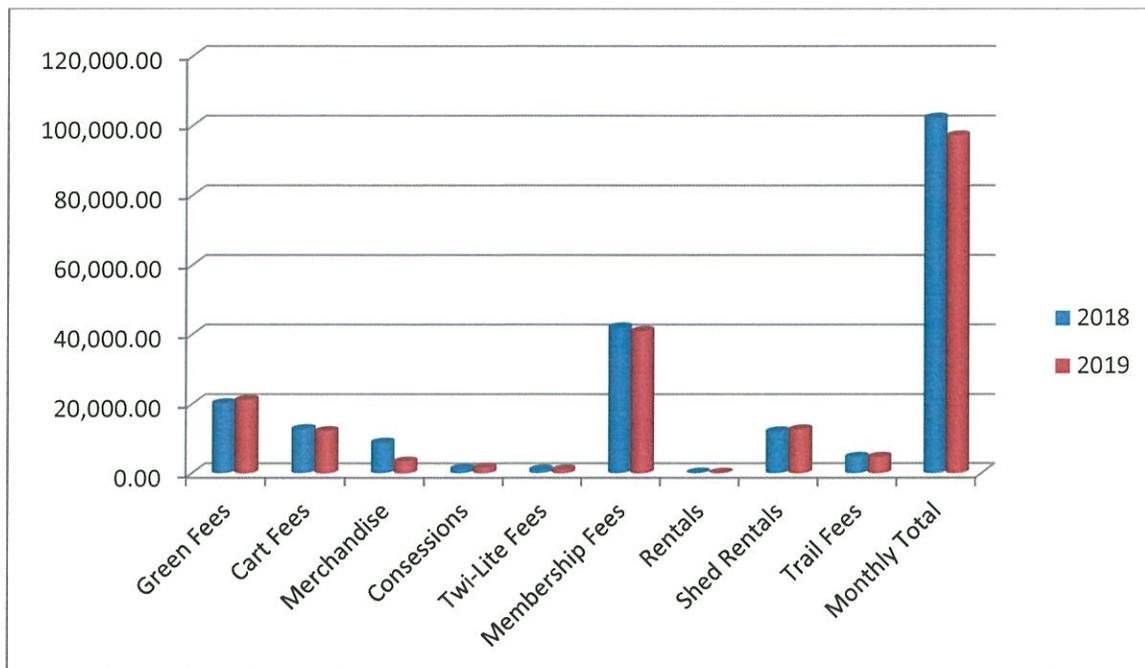
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- Applied 800 lbs. of Gypsum on the greens.
  - Applied 600 lbs. of 0-0-30 (potash) on the greens.
  - Applied 300 lbs. of fertilizer on the greens.
  - Normal daily and weekly mowing of the greens, tees, rough and fairways.
  - On July 10<sup>th</sup>, the Wednesday of Spring Ho, we had another major windstorm at the course. We did not lose any trees just a lot of limbs and small stuff. Thanks to the help of some of the member's we were able to have the course cleaned up by the weekend.
- 
- Hand-watered hot spots on the greens.
  - Checked and all the sprinklers on the course to make sure they were all working properly and made adjustments as needed.

#### JULY TOURNAMENTS:

- July 8<sup>th</sup> & 9<sup>th</sup> – Badger Golf Camp, 33 golfers.
- July 17 – West Texas Jr. Tour – 64 golfers.
- July 20<sup>th</sup> & 21<sup>st</sup> – Britches & Bows – 136 golfers.
- July 25 – Beltway Jr. Tour – 46 golfers.

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



# Memo



To: Finley deGraffenried, City Manager, Honorable Mayor and City Council  
From: Lewann Turner, Court Clerk  
Date: Wednesday, August 21, 2019  
Re: Monthly Report July 2019

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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	227
Convictions	105
Compliance Dismissals	71
Hrs. Community Service Completed	149
Total Dollar Amount CS	\$1,865.85
Waived for Indigency	\$1,546.00
Total Collected	\$41,067.83
Total kept by City	\$28,836.46

## CITY SECRETARY DEPARTMENT/ JULY 2019 MONTHLY REPORT

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### City Secretary Brief Monthly Overview

- Post Board and Committee meetings' agendas
- Assisted the Accountant(s) with payroll checks and Employee Longevity checks
- Assist, as needed, with the Building & Planning Department
- Attend weekly Director's meetings; attended and took minutes of July 8 & 22 regular Council meetings and the July 15 & 29 Special Council meetings.
- Processed (6) Open Records Requests
- HR Department responsibilities

### Becky Sims, Assistant City Secretary

- Works with and supports the City Manager, Assistant City Manager, City Secretary, Building Official and Directors on various projects as needed
- Building Department Responsibilities, responsible for Planning & Zoning administration
- Prepared City Council Packets and Planning & Zoning Packets
- Attended the July 8 & 22 regular Council meetings and the July 29 Special Council meeting; attended and took minutes of the July 11 P&Z meeting.
- Attended 3 Residential Building Inspector Webinars

### Vicki Tower, Adm. Secretary

- Assist the City Manager, Assistant City Manager, City Secretary, Assistant City Secretary, Building Official and Directors with daily operations
- Cross training in Human Resources; working on final detail of the salary study information; assists with records management
- Attended the July 29 Special Council meeting.
- Monthly Newsletter; posts Council minutes on website; posts LEDC, Parks, Airport & CIP agenda and minutes on website
- Assist with handling the reservations and rentals of Hancock Park Pavilion and Ruth Eakin Outdoor Theater
- Maintains inspection and registration process for all City vehicles

### Ramon Canada, Custodian

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

### Personnel Information—

- 115 Fulltime positions & 16 Part-time positions; there are presently 2 F/T & 2 P/T vacancies: Police Officer (2), Plant Operator, Part-time Custodian and Part-time Library Clerk.
- Resignation received from Robert Resa, Firefighter, his last day was August 15, 2019; Also, Janna Huggins resigned as P/T Library Clerk effective August 17, 2019.

To: Finley deGraffenried, City Manager  
 From: Sammy Bailey, Chief of Police  
 Date: August 8, 2019  
 Ref: City Council July 2019 Monthly Report

July is our six-month evaluation period for the Police Department. Supervisors submit their in-car and body cameras review logs up through the ranks for Chief review, no issues found. The Evidence Room audit logs show no issues. The racial profile report review shows no issues.

We continue to work two patrol officers and two dispatchers short with interviews in August. Marisa Moreno will complete state training in August, then allowed to Dispatch on her own. Delana Fritz joins Dispatch in August. Sgt. Sheldon will move to the SRO Sergeant position and FTO Jacob Hummer promoted to Patrol Sergeant. Sgt. Sheldon and Sgt. Morua were accepted to attend a Sergeant Academy, TML pays half the tuition to attend. I commend those that schedule during this month because of vacation, training, and illnesses; we do a lot of juggling to cover shifts. Spring Ho was very busy, but uneventful in regards to statistics. "Cool Off With A Cop" was a hit, a special thank you to FD for the ice and CPAAA for all the help.

Asst. Chief Cummings attended Command Staff Leadership training at Huntsville. Lt. Boswell passed Module II Leadership training, he will move on to Module III late next year. I submitted a request for Sgt. Nick Roberts to receive a Criminal Investigator award for his work on a special Investigation-details will be provided when he receives the award. Sgt. Barrio has been very busy with summer code issues.

Thanks to Animal Shelter Supervisor Schwartzer's keen instincts and training, she and her staff prevented a disease from entering the shelter that could have caused most if not all the animals to have to be put down and the shelter to be closed for professional sanitation.

We spent the end of July assisting with the San Antonio Homicide Investigation. Kudos to all involved.

We review on a continual bases and every 6 months we sit down and discuss those variances and causes as compared to other years. Often reasons are demands on the department, staffing, year to year programs, grants, changes in laws, changes in procedures, etc.

July	YTD 2019	YTD 2018	YTD 2017	YTD 2016	YTD 2015
Total Cases Reported	1027	867	835	639	831
Total Cases Cleared	887	774	740	595	786
Adult Arrest	416	394	360	422	472
Juvenile	46	50	33	52	48
Warrants/Capias Served	251	286	496	212	304
LPD/Warrants Paid LMC	45	35	0	0	0
Traffic Citations	1377	1085	1219	1514	1389
Warnings	4010	3371	2724	3040	3247
Total Department Arrest	2135	1850	2108	2200	2213
Total Department Contacts	6145	5221	4832	5240	5487
DWI	35	21	28	20	27
Mari./Drug Possession	108	95	92	148	140
Public Relations	148	102	162	101	96
Accidents	172	153	197	185	165
Code Enforcement	381	300	206	496	325
Calls For Service	7367	6949	6574	7880	6899
911	1543	1719	1260	1183	772
Telephone Calls Rec'd	37703	14823	13770	13776	13820
Behavioral Crisis/EOD	35/10				
Open Records	241				
Animal Control	1211	1253	1278	1249	1332
CPAAA	504.75	148.60	N/A	N/A	

Finance/Utility Billing & Collection

# MEMO

Date: August 20, 2019

To: Finley deGraffenried, City Manager

From: Yvonne Moreno, Finance Director

RE: Monthly Report for July 2019

Finance Department:

- \* Working on departmental budgets and budget modifications.
- \* Reviewed all Journal entries.
- \* Auditors conducted the preliminary Audit for FYE 2019, scheduled audit for January 2020
- \* Accounts Payables processing is on a regular schedule and bills are processed on a weekly basis ensuring that our expenses are stated in a timely manner.
- \* All payments for the 2016 CO projects are transferred from TexPool Prime to Bancorp South to cover those invoices. Interest earned for July was \$3,333.59.
- \* Sales Tax for July was \$152,956 which is an increase of 5.68% over July of 2018.
- \* Reconciled 18 bank accounts
  - Processed 387 Accounts Payable Checks
  - Processed Bi-Weekly Payroll and Longevity Checks

Utility Department:

- The Electric billing for July was 4.9% lower than what was billed in July 2018. The Water billing for July 2019 was 12.34% lower than what was billed in July 2018.
- July Statistics for the department:

Total Water Customers	3,480
Total Wastewater Customers	2,799
Total Electric Customers	4,711
Residential Garbage Customers	2,681
Connects:	49 (Estimated)
Disconnects:	50 (Estimated)
Read In/Read Out:	42 (Estimated)

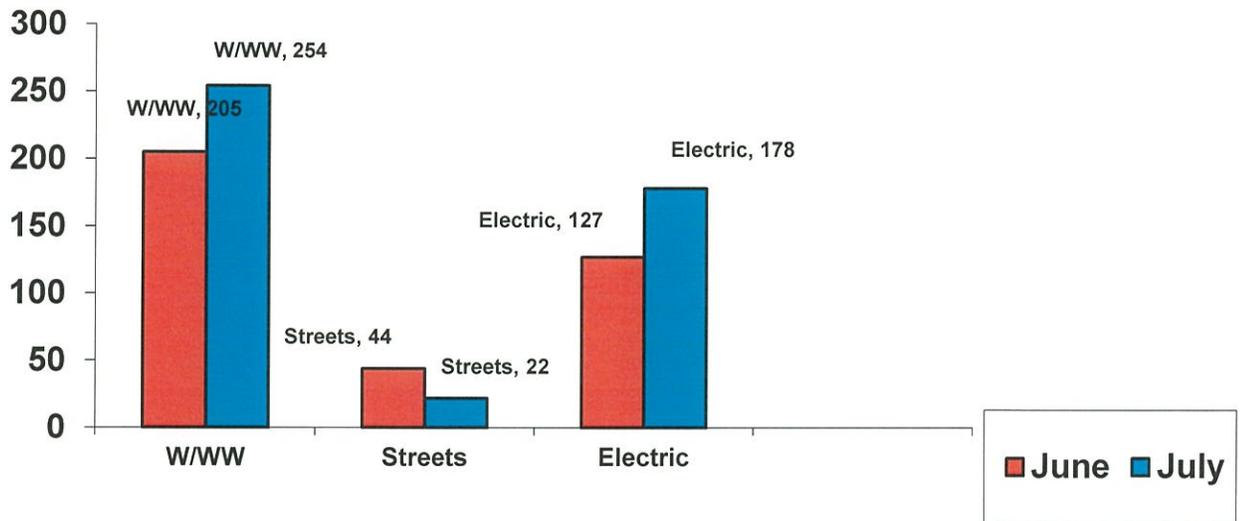
Disconnects for Non-Pay: 18 (6 Reconnected)



## Public Works

### AUGUST 2019

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



#### Work Order Summary:

Received: 454

Completed: 377

Voids: 3



## Water/Wastewater Department

To: Rickie Roy Public Works Director

From: Van Sims Water/Wastewater Operations Manager

Date: August 8, 2019

RE: July 2019 W/WW Operations Monthly Report

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### Summary of Activities:

- **Operation of Wastewater Treatment Plant.**

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

- **Operation of Water Distribution System**

1. Daily chlorine residuals taken, Bi Weekly Mono-Chlorine, Ammonia, and nitrite test completed
2. Monthly Bac-T samples collected (10) all passed, 1 construction sample & 2 special (all passed).
3. Dead-end lines were flushed.
4. 11 leaks were reported and repaired.
5. Made 2 new water service taps.
6. Made 2 meter change outs and set 1 new meter.

- **Operation of Wastewater Collection System**

1. Performed preventative maintenance at problem locations with Vactor
2. Cleared 6 sewer stoppages.

- Total work orders completed = 254

- 62 – Locate Work Orders
- 21- Customer service calls ( no water, low pressure, discolored water, possible leaks)

Water Report-2019						
	Purchased Water	Total Sold	City Unmetered Water Use	Sold & Unmetered Water Use	Water Loss	Unaccounted Water
January	28509000	24534800	651400	25186200	3322800	11.66%
February	32547000	20169300	4460905	24630205	7916795	24.32%
March	35335000	20647400	3000498	23647898	11687102	33.08%
April	38896000	27779300	436900	28216200	10679800	27.46%
May	41346000	27141900	1700400	28842300	12503700	30.24%
June	48826000	27751400	5034152	32785552	16040448	32.85%
July		35414200	11275365	46689565	-46689565	#DIV/0!
August				0	0	#DIV/0!
September				0	0	#DIV/0!
October				0	0	#DIV/0!
November				0	0	#DIV/0!
December				0	0	#DIV/0!
<b>Total</b>	<b>225459000</b>	<b>183438300</b>	<b>26559620</b>	<b>209997920</b>	<b>15461080</b>	<b>6.86%</b>

\*\* Waiting on bill from Kempner for July purchased amount

# Memo

Electric Department

To: Rickie Roy  
From: Flint Geagley  
Date: August 5, 2019  
Re: July Activities

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This month's activities involved:

- Received a total of 178 work orders and completed 126.
- Spring Ho activities, upgraded transformers for 1 Acorn and at 351 CR 3017, changed out bad insulators on air switch on west Ave E and on feeder line LP60, installed primary riser at Burger King, installed pole for primary riser at Assisted Living and changed out 36 meters to radio read meters
- Connected: 3 upgrades, 1 new services, and 2 temps
- Set 4 poles: 1 Assisted Living on south Hwy 281 and 3 poles from pole inspection list
- Overtime: Received 6 callouts – 4 no power (storm), 1 no power (animal contact) and 1 on customer side
- Activities for the Year 2018 - 2019:
- Pole Inspection replacement: **total 389 poles, have replaced 253 poles**
- New Jail House: **Set transformer and connected primary underground (secondary underground service is left) 90% complete**
- Stone Valley: **Completed replacing poles on south side, constructing lines in Stone Valley (40% complete)**
- Burger King: **Completed upgrade of poles in alley and have transformer ordered (50% complete)**
- Assisted Living Hwy 281South: **Upgraded pole primary riser pole and have ordered transformer (50% complete)**

# Memo



To: Rickie Roy  
From: Carlos Garcia  
Date: Wednesday, August 21, 2019  
Re: July Monthly

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Mr. Roy,

For the month of JULY 2019 the Streets Department worked on,

- 1) We completed several utility patch repairs.
- 2) We have burning brush every Friday.
- 3) We have been tree trimming and clearing line of sight issues.
- 4) We have been running the sweeper as we can.
- 5) Street - total work orders = 21, total completed = 17, total outstanding = 4, total void = 0
- 6) We also work for spring ho by cleaning up after the dances and parade.
- 7) We paved the city hall parking lot.

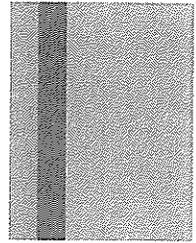
For the month of AUGUST we will be doing routine road repairs. We will continue to mow the drains and right of ways. We will be getting ready for the hot mix projects by doing level ups and weed eating the curb lines. We will also be seal coating spring street.

# Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: July 17, 2019



## **Keystone Star Hotel Event**

The Keystone Hotel event on July 6<sup>th</sup> brought a great crowd. Andy Fish estimated around 700-800 people. He was very pleased with the response from the community and enjoyed giving an update on the progress of the hotel, as well as the vision he has for the former Swain's Hardware building. State Rep. Brad Buckley gave Fish a proclamation recognizing the event, the Boy Scouts and local veterans from Lampasas presented the colors followed by the national anthem performed by the Lampasas High School Band. It was a wonderful community event that brought many together to recognize the work and passion Mr. Fish, his family and local contractors have put into this project. It has definitely become a tourist attraction.

## **Santa Fe Depot**

Santa Fe Depot development has received (3) bids and discussed revising the scope of work and specifications in order to make the project more feasible. Currently the idea is to develop in phases and delay the water line extension along Live Oak initially until a tenant is secured for Building #2. There is an onsite water well that can be used for irrigation in the interim, but once the scope of the project is revised and a contractor is awarded the developer will be bringing bid information and plans back to the City to review.

## **Key Avenue**

Burger King is still moving forward. They signed and returned the letter of understanding regarding the use of the alley and we have our City attorney reviewing their changes before we accept, but they are still on track with their development. Mojo Coffee is also still moving forward, but nothing new to report. I've had a few discussions regarding another vacant building on Key and hope to have more to report in the next couple of months as their plans solidify.

## **Intern Project**

I've been working on a few ideas for the intern to own as a project this summer. Aside from the office work with updating spreadsheets with vacant building information, major employer data, etc. I'd like to have him work with me on organizing an event in which we invite 10-15 of the top realtors and developers in the Austin MSA and Killeen MSA to spend a day in Lampasas touring vacant/available buildings and properties, transport them to each location and provide lunch for them. Part of this project would be creating an information packet for each developer/realtor with general information regarding Lampasas, demographic info, workforce stats, etc. along with specs on each of the available properties. I will guide him through the process, but I think this is a project he will enjoy and one I've been hoping to do for some time now.

## **Technology Meetings**

We have discussed meetings between Foresite and a technology investor group out of Bryan, TX. Foresite mentioned the group is aware of our lack of technology infrastructure and the overall project and they have expressed interest in assisting us with funding a solution. We have not set the initial meeting yet, but hope to have



more to report regarding this possibility in August or September. We will continue searching for opportunities in order to keep our internet project moving forward.

## **LCHEC**

The Board met on Thursday July 11 and discussed holding a workshop with stakeholders to determine additional funding sources as well as discuss the next FY Budget. LCHEC is a great asset for our community in strengthening the local workforce, however tuition for the courses are typically only able to cover the cost of that course (instructor, equipment, books, etc.). Therefore, the daily operational needs, along with marketing efforts, rely heavily on donors or grants. Donations and grants aren't consistent so we will be brainstorming ideas on ways to become more financially sustainable.

## **Comp Plan**

Half Associates is drafting a community survey we will send out via direct mail, social media, newspaper and various other outlets. Once the draft is reviewed we will be setting a meeting with the steering committee, followed by a community open house in which we can go over the tasks of the comprehensive plan and gain feedback from the community. Once those dates are set I'll be sure to make everyone aware.

## **SBDC Meetings**

Our Small Business Development rep came to town to meet with (2) local entrepreneurs looking to get their business started. One will be located in a historic building near downtown, while the other will be in a new building being constructed now on Hwy 281 South. We discussed the business canvas model with them to help get them started, as well as funding opportunities and plan to meet again the first part of August. In addition, our rep provided data I requested regarding retail leakage, overall business and industry summary and demographic comparisons. I'll be working with the intern on compiling this data into a format that is easier to read and can be shared with prospects.

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City Manager

ITEM NO. 7.1

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

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**Subject:**

Discussion and possible action regarding Hotel Occupancy Tax Fund request from Chamber of Commerce for Artober Fest in the amount of \$2329.24

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Melissa Unger, Chamber of Commerce Director

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

City Hotel Occupancy Tax Funds

Attachments: Advertising Plan

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**Summary Statement:**

Lampasas County Chamber of Commerce is requesting \$2329.24 Hotel Occupancy Tax Funds for the Artober Fest on Saturday, October 12, 2019. The funds will be used for advertising, promotion, lodging and restroom facilities. These costs will be shared with LAFTA. In 2018, Council approved \$2,255.60 for this event.

**Recommendation:**

To consider a motion to approve the HOT Fund request in the amount of \$2329.24 to the Chamber of Commerce for the Artober Fest to be held on October 12, 2019.

## **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 [LampapasLodging.com](http://LampapasLodging.com), and to use [www.LampapasLodging.com](http://www.LampapasLodging.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  
Lampapas, TX 76550  
Email: [mandy@cityoflampapas.com](mailto:mandy@cityoflampapas.com)  
Phone: 512-556-6831

# Application

## Organization Information

Date: August 19, 2019

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

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

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

Name of Event, Project or Facility: 25<sup>th</sup> Annual Artoberfest

Date of Event or Project: Saturday, October 12, 2019

Primary Location of Event or Project: Campbell Park/Hanna Springs Sculpture Garden

Amount Requested: \$2,329.24

How will the funds be used: Advertising and promotions of Lampasas, LAFTA, art in the community, the event vendors/artists and promotion of Lampasas lodging.

Primary Purpose of Funded Activity/Facility: To promote Lampasas while showcasing our arts, park and sculptures to enhance tourism, directly impacting the hotels and businesses of Lampasas.

### Percentage of Hotel Tax Support of Related Costs

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

\_\_\_\_\_ Note Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax

\_\_\_\_\_ 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

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**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.** \$1979.24

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**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;  
\$350.00

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**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;**

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

**Sporting Related Event Funding:**

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

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

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

**Questions for All Funding Requests:**

How many years have you held this Event or Project; or how many years have you been operating the qualified facility : 24 years

Expected Attendance: 1,000-3,000

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

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How many nights will they stay: 1-2 nights

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: N/A

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, special chamber rate (15-20% off) based on availability at all (3) Lampasas hotels.

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 (Req.)	Number of Hotel Rooms Used
Lampasas	October 2018	\$2,255.60	N/A
Lampasas	October 2017	\$2,169.32	N/A
Lampasas	October 2016	\$1,440.00	66

How will you measure the impact of your event on area hotel activity? By establishing room blocks and surveying hotels and other local lodging facilities in Lampasas after the event.

Please list other organizations, government entities and grants that have offered financial support to your project: N/A

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

Paid Advertising: Newspaper \$979.24 Radio \$600 TV \_\_\_\_\_

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

Other: Social Media-\$400.00

What areas does your advertising and promotion reach: Texas Press will reach the entire state of Texas. The other advertising will reach targeted audiences in the state of Texas.

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

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

Expected Attendance Monthly/Annually: N/A

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

## 2019 Arttoberfest Advertising Plan and HOT Funding Request Break-Down

### Advertising Proposal

#### Social Media

Facebook Ad- Event Boost(s) \$ 400.00

Press Releases to Media \$ 0.00

#### Lampasas Dispatch Record

2 Ads, Print & Digital- 40% \$ 345.60

Press Release \$ 40.00- ~~\$154.24~~

#### Radiogram

6-day consecutive run in RG, quarter page, Print & Digital \$ 298.00- ~~\$0~~

KCYL (Interview & Remote & spots) \$ 600.00

Copperas Cove Leader Press (Cove/Belton/HH) \$ 375.00

#### Killeen Daily Herald/Cove Herald

1-week run, \$250 per run, Online advertising \$ 450.00

#### Texas Press Online

Statewide online advertising \$ 0.00

#### Television Station Calendars

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

#### Hamilton County Electric Co-Op Magazine

Community Calendar \$ 0.00

#### Texas Highways Events Magazine Calendar

Online and digital \$ 0.00

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**TOTAL ADVERTISING COSTS:** **\$2,508.60**

#### OTHER HOT FUNDING REQUESTS (25%)

Entertainment in the Park All Day @ Event \$ 1,000.00- ~~\$250.00~~

Restrooms \$ 400.00- ~~\$100.00~~

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**TOTAL EVENT COSTS:** **\$ 1,400.00**

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**TOTAL ESTIMATED ADVERTISING & EVENT COSTS:** **\$ 3,908.60**

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**TOTAL HOT FUNDS-% Requested for Reimbursement:** **\$2,329.24**

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ITEM NO. 7.2

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

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**Subject:**

Discussion and possible action regarding approval, denial or approval with modifications of Lampasas County Chamber of Commerce Marketing Plan for FY 2020 Budget.

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Melissa Unger, Chamber of Commerce Director

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments: Marketing Plan

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**Summary Statement:**

As part of the FY 2020 Budget Review, Council has asked for a Marketing Plan from the Lampasas County Chamber of Commerce.

**Recommendation:**

To consider a motion to approve, deny or approve with modifications of the Lampasas County Chamber of Commerce Marketing Plan for the FY 2020 Budget.

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ITEM NO. 7.3

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

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**Subject:**

Discussion and possible action regarding renewal of Lampasas County Chamber of Commerce Tourism and Visitors Agreement with the City of Lampasas.

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Melissa Unger, Chamber of Commerce Director

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments: Chamber of Commerce Tourism and Visitors Agreement

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**Summary Statement:**

Each year the Lampasas County Chamber of Commerce and City Council take the opportunity to review the Tourism and Visitor Agreement to approve for another year or recommend modifications or changes to the agreement.

**Recommendation:**

To consider a motion to approve the renewal or recommend changes to the Lampasas County Chamber of Commerce Tourism and Visitors Agreement with the City of Lampasas.

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ITEM NO. 7.4

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

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**Subject:**

Discussion and possible action regarding a request by Lampasas Association for the Arts for Hotel Occupancy Tax (HOT) funds in the amount of \$1,507.00 for event expenses related to Artober Fest.

Requested By: Mandy Walsh, Economic Development Director

Submitted By: Tina Matney, LAFTA

Date Submitted: August 21, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

City Hotel Occupancy Tax Funds

Attachments: Chamber of Commerce to provide advertising plan.

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**Summary Statement:**

LAFTA is requesting \$1,507.00 in HOT Funds for the Artober Fest on Saturday, October 12, 2019. The funds will be used for lodging and stipends for each artist, brochures and restroom facilities for the participants and attendees.

Council previously approved the following for this event:

2018 \$1925.00

2017 \$1745.00

2016 \$1780.00

**Recommendation:**

To consider a motion to approve the HOT fund request in the amount of \$1,507.00; provided there is a detailed advertising plan submitted in addition to HOT fund request form.

## 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 *Chamber will submit Plan*
- Schedule of activities, events or facility programs relating to the request

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

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

**Application**

*Organization Information*

Date: August 20, 2019  
Name of Organization: LAF TA  
Address: PO Box 816  
City, State, Zip: LAMPASAS, TX 76550  
Contact Name: Robin Oradel or Tina Matney  
Contact Phone Number: 512-734-1697 512-566-0160  
Web Site Address for Event or Sponsoring Entity LAF TA.ORG  
Is your organization: Non-Profit  Private/For Profit   
Tax ID # 57-1736013 Entity's Creation Date: 2005  
Purpose of your organization: Expanding Opportunities for Everyone to Experience the Arts!

Name of Event, Project or Facility Arttober Fest  
Date of Event or Project: Saturday, October 12, 2019  
Primary Location of Event or Project: Campbell Park - Hanna Springs Sculpture Coarden  
Amount Requested: \$1507  
How will the funds be used: Lodging for Artists - Rooms, Stipend of \$1,000 paid to each Artists, Brochures and Restroom Access reimbursement.

Primary Purpose of Funded Activity/Facility: Promoting the Arts and enhancing the quality of life for LANCASTERS

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

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

\_\_\_\_\_ Note Percentage of Total **Facility Costs** Covered by Hotel Occupancy Tax

\_\_\_\_\_ 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 NA

**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.** \_\_\_\_\_

**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;  
100% \$1507

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

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

**Sporting Related Event Funding:**

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

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

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

**Questions for All Funding Requests:**

How many years have you held this Event or Project; or how many years have you been operating the qualified facility: LAFTA - 14 years

Expected Attendance: 3,000 - 5,000

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

How many nights will they stay: 1-2 nights

Do you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: LAFTA Books and Pops for all rooms for Artists. Chandler provides block of rooms for vendors and visitors to reserve.

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
<u>Stats for 2017 and 2018 unfortunately were not gathered. 2017 Vendor Numbers and Attendance Numbers were higher than 2016. 2018 the weather did not cooperate with the event. 2016 numbers are as follows.</u>			
<u>Lampasas</u>	<u>Oct. 2016</u>	<u>\$ 1780</u>	<u>66 Total Rooms</u>

How will you measure the impact of your event on area hotel activity?

Please list other organizations, government entities and grants that have offered financial support to your project: MA

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

*Chamber has submitted details*  
Paid Advertising \_\_\_\_\_ Newspaper \_\_\_\_\_ Radio \_\_\_\_\_ TV \_\_\_\_\_

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

Other SEE Chamber PLAN

What areas does your advertising and promotion reach:  
SEE Chamber PLAN

What number of individuals will your proposed marketing reach that are located in another city or county?  
Thousand to millions who live outside of the 76550 zip code.

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

Expected Attendance Monthly/Annually: NA

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

## 2019 Artoberfest Advertising Plan and HOT Funding Request Break-Down

### Advertising Proposal

#### Social Media

Facebook Ad- Event Boost(s) \$ 400.00

Press Releases to Media \$ 0.00

#### Lampasas Dispatch Record

2 Ads, Print & Digital- 40% \$ 345.60

Press Release \$ 40.00- ~~\$154.24~~

#### Radiogram

6-day consecutive run in RG, quarter page, Print & Digital \$ 298.00- ~~\$0~~

KCYL (Interview & Remote & spots) \$ 600.00

Copperas Cove Leader Press (Cove/Belton/HH) \$ 375.00

#### Killeen Daily Herald/Cove Herald

1-week run, \$250 per run, Online advertising \$ 450.00

#### Texas Press Online

Statewide online advertising \$ 0.00

#### Television Station Calendars

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

#### Hamilton County Electric Co-Op Magazine

Community Calendar \$ 0.00

#### Texas Highways Events Magazine Calendar

Online and digital \$ 0.00

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**TOTAL ADVERTISING COSTS: \$2,508.60**

#### OTHER HOT FUNDING REQUESTS (25%)

Entertainment in the Park All Day @ Event \$ 1,000.00- ~~\$250.00~~

Restrooms \$ 400.00- ~~\$100.00~~

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**TOTAL EVENT COSTS: \$ 1,400.00**

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**TOTAL ESTIMATED ADVERTISING & EVENT COSTS: \$ 3,908.60**

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**TOTAL HOT FUNDS-% Requested for Reimbursement: \$2,329.24**

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ITEM NO. 7.5

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

**Subject:**

Discussion and possible action regarding a Lantern Lighting Event to be held at WM Brook Park Sulphur Creek on November 9, 2019.

Requested By: Delana Toups, City Council Member

Submitted By: Chris Eicher, Parks & Recreation Director

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments: Event Flyer

**Summary Statement:**

Council Member Toups, Parks and Recreation Director Chris Eicher, Melissa Unger, Chamber of Commerce along with other members of the community have been planning a Lantern Lighting Event. The idea is to bring the community together with a sunset lantern release into WM Brook Park Sulphur Creek; while enjoying live music and foods from various food trucks. The lanterns and candles will be biodegradable and will be supplied by the committee. There will be a small donation of \$5.00 to sign-up that will benefit Christmas on the Creek. The event will be held on November 9, 2019 from 5:00 p.m. to 8:00 p.m. This item was discussed during workshop.

**Recommendation:**

To consider a motion to approve this community event to be held at WM Brook Park on November 9, 2019 from 5:00 p.m.- 8:00 p.m.

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City ManagerITEM NO. 7.6

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

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**Subject:**

Discussion and possible action regarding the purchase of a public restroom facility for Campbell Park in an amount not to exceed \$185,000.00.

Requested By: Finley DeGraffenried, City Manager

Submitted By: Chris Eicher, Parks &amp; Recreation Director

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

The quotation received from Restroom Facilities, LTD. is per BuyBoard contract; which exempts the purchase from competitive bidding. This project will be funded through the 2016 CO Fund.

Attachments: Quotation

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**Summary Statement:**

Hanna Springs Sculpture Garden/Campbell Park has seen an increase in activity over the past several years due to local events, additional art sculptures and tourists. The addition of a public restroom facility will aid in meeting the needs of park visitors and enhance the parks appeal as a tourist destination for Lampasas. The base cost for the new restroom facility is \$166,316.00. Staff expects additional costs to cover the pad, sidewalks, plumber, electrician and extension of utility services to complete the project. The City has used Restroom Facilities, LTD for previous projects at Turner Complex and WM Brook Park and have been pleased with the product. The CIP Committee and the Parks and Recreation Advisory Board recommend approval.

**Recommendation:**

To consider a motion to approve the purchase of a public restroom facility for Campbell Park in an amount not to exceed \$185,000.00; which includes the additional costs to complete the project with funds allocated through the 2016 CO Fund.



**TURNKEY QUOTATION**

**PROJECT NAME:   CAMPBELL PARK**  
**OWNER:           CITY OF LAMPASAS, TEXAS**  
**DATE:             20 AUGUST 2018**

Restroom Facilities Limited (RFL), the Nation's leading specialized restroom design/build firm since 1988, offers to furnish and install, per plans and specifications, subject to our attached Scope of Work, and the Standard Terms and Conditions of Sale, which become part of our offer to sell.

**PRELIMINARY PURCHASE PRICE**

**BUYBOARD CONTRACT 512-16**

<b>RFL BASE MODEL # AB424</b>	<b>@</b>	<b>\$ 136,816.00</b>
<b>INSTALL</b>	<b>@</b>	<b>\$ 9,000.00</b>
<b>TOTAL WITH BUYBOARD DISCOUNT</b>	<b>@</b>	<b>\$ 145,816.00</b>
<b>FREIGHT AND CRANE</b>	<b>@</b>	<b>\$ 20,500.00</b>
<b>TOTAL BUYBOARD W/ FREIGHT AND CRANE</b>	<b>@</b>	<b>\$ 166,316.00</b>

Payment terms: 50% installment with order; 45% in progress billings during construction; and balance of 5% upon completion of delivery and installation, no retention. Payment of 95% must be received by RFL prior to scheduling of delivery and installation. Thank you for considering RFL as your restroom specialist for this project.

**HOW WE WORK**

Once plans have been approved and engineer stamped, the manufacturing process begins. Typically, the manufacturing time frame is approximately 90-120 days and begins with execution of sales order and receipt of approved submittals, color selections and progress payments. It is the responsibility of the Client to respond to color selections in 1-3 days, if this condition is not met it will delay the construction process and the Client may incur additional charges. In-plant inspection reports and certifications will be provided by an independent inspection agency.

\_\_\_\_\_Initial    \_\_\_\_\_Initial

The client must prepare the site in accordance with the "Scope of Work by Client" attached and coordinate any required on site inspections. Client is required to provide verification that the site is ready for delivery in accordance of Client's scope of work.

Exclusions:

- A. Sidewalks beyond building slab.
- B. Site issues beyond the control of RFL.
- C. Damage to existing improvements.
- D. Protection of existing utilities, landscaping, and improvements.
- E. If required per geotech report, footing, piers, and/or select fill labor and materials to be provided by others.
- F. Excavation and backfill of trenches

**CLIENT'S SCOPE OF WORK**

**TURNKEY INSTALLATION OF RESTROOM BUILDING WITH ATTACHED SLAB**

**1. SURVEY STAKES:**

Provide ten foot offset stakes and locate front corners of building, existing utilities, and inverts within the area of construction. Locate and mark final slab elevation.

**2. SUBGRADE PAD:**

Detailed instructions to prepare the building site are as follows:

- 2.1. Excavate down ten inches below the finish floor elevation (the slab is eight inches thick on top of a two inch sand bed).
- 2.2. Import six inches of ¾ - road base rock, and pour for a footing and/or piers.
- 2.3. Compact to 95%, or to local code requirement. If RFL installer questions 95% compaction Client will be required to sign off on approval of setting of the building.
- 2.4. Compact one foot over in all directions (over build).
- 2.5. Supply approximately five cubic yards of clean sand, on side of site, for fine grading.
- 2.6. Excavate and backfill trenches up to and within building pad for RFL supplied underground utility service kits.
- 2.7. Provide water and inspection for RFL supplied underground sewer kit.
- 2.8. All irrigation should be turned off prior to delivery to allow the surrounding soils to dry and bear the weight of the truck and crane. Any damage to area after verification of path in is the responsibility of the Client.
- 2.9. Check corner locations against plans for proper sizing.
- 2.10. Verify finish floor elevation for concrete slab (shipped fully attached to the building.)
- 2.11. Excavate one foot perimeter footing if required by local code to specified depth.
- 2.12. Verify that pad is level and flat and at correct elevation.

\_\_\_\_ Initial      \_\_\_\_ Initial

**3. SITE ACCESS AND STORAGE:**

Provide suitable safe clear access to allow a crane (minimum 110 tons), and the building on a semi-trailer (up to 40 tons) to reach site (14' width, 70' length, and 14' in height). **If path to site is over existing utilities, sidewalks, or other damageable areas, proper marking, plating or other appropriate protection must be provided by and paid for by CLIENT.** CLIENT is responsible for removing any overhead obstructions (i.e. power lines, trees). CLIENT is responsible for scheduling and paying for the de-energizing of any power lines, if powerlines are not de-energized in a timely manner any additional truck and / or crane cost will be the responsibility of the Client. This proposal provides for a 110 ton crane with access to within 25' of the building pad. The proposal is based on four (4) hours of crane time. If access is limited a larger crane may be required. **All additional crane costs shall be borne by the CLIENT.** A direct route to the project site is assumed. Should routes be altered due to road closures or restrictions, additional fees may apply.

**4. UTILITIES:**

Bring water, sewer, and power (if applicable) utilities into point of connection Christy boxes (supplied by RFL), within six feet of the building line at the location shown on our plan.

- 4.1. Water: RFL will furnish a water point of connection (isolation valve), from mechanical chase to a Christy box six feet from the building line. CLIENT must have a licensed plumber install and connect service to valve.
- 4.2. Sewer: RFL will furnish a sewer point of connection from mechanical chase to a Christy box six feet from the building line. CLIENT must have a licensed plumber install and connect service. Depth of sewer line (below finished floor elevation) will be approximately 30" at bottom of sewer line at a distance of 6' from building. It is the responsibility of the Client to meet up with RFL's supplied sewer line at this depth. Client will be responsible for hiring of licensed plumber to acquire appropriate plumbing permit, to install prefabricated underground plumbing kit into pre dug trench, and to make connections between underground stubups and internal building plumbing located in plumbing chase within the building. RFL installer will be on site to answer any questions or give direction as to proper installation of said plumbing kit as requested by licensed plumber or client.
- 4.3. Electrical: (when this option is chosen) RFL will furnish and install a PVC conduit and a Christy box to the point of connection six feet from the building line. CLIENT to pull the electrical service line through the conduit and connect to the main panel lugs inside the building. All electrical inside the building will be furnished and installed by RFL, except as noted above in exclusions.
- 4.4. If the utilities are not available and connected to building when we depart the site, an additional charge will be billed to the CLIENT in the amount of 1,500 per day to send an installation crew back to site to flush out plumbing lines, pressurize building plumbing, test for leaks, test all other components of the building (plumbing, sewer, electrical), and conduct a final walk through of the building.

4.5. A minimum 1½" line with 25 gpm at 60 psi pressure minimum is required to ensure that water closets will operate as designed. If this is not available an auxiliary holding tank may be required.

**5. SPECIAL CONDITIONS AND COSTS:**

If specifications and / or local ordinances by owner and / or local jurisdiction require any testing, work by licensed plumbers, work by licensed electricians, or special inspections, costs, if any, shall be borne by CLIENT.

**6. PERMITS AND FEES:**

All building permits and fees shall be borne by CLIENT.

**7. INSPECTIONS:**

We require that all inspections be scheduled with adequate notice to ensure that the underground plumbing and electrical work is approved prior to placement of building. We require that final inspection and acceptance by owner and building officials be performed immediately following RFL's completion of installation. If any conditions exist in which RFL cannot conduct a final walkthrough (no utilities / partial utilities available during install, or other circumstances beyond our control) there will be an additional charge of 1,500 per day to send an RFL install crew or crew member back out to site at a later date to complete the installation. We also require final inspection and acceptance immediately following RFL's conclusion of any correction items.

**8. SITE CLEANUP AND DEBRIS REMOVAL:**

CLIENT shall provide an on-site trash bin for disposal of one pick up load of debris. All excess spoils shall be responsibility of CLIENT. All rough and final grading shall be by CLIENT.

**9. VERIFICATION OF PREPARED PAD:**

Client must verify elevation, compaction of pad as well as the pad being flat and level prior to delivery of building(s).

**STANDARD TERMS AND CONDITIONS OF SALE**

**1. LINKAGE:**

These Terms and Conditions of Sale shall apply and form a part of the Company's Offer to Sell and supersede all other expressed or implied terms and be linked to our Agreement for work whether or not signed by the Purchaser.

**2. ACCEPTANCE:**

Unless otherwise expressly stated herein, the Company's Offer supersedes all previous quotations and expires, unless accepted by purchaser, within thirty (30) days from date of Offer. None of the Terms and Conditions contained in this quotation may be added to, modified, superseded or otherwise altered except by a written instrument signed by

\_\_\_\_\_ Initial \_\_\_\_\_ Initial

the President of the Company. Each shipment to buyer from the Company shall be deemed to be only under these Terms and Conditions of Sale, which shall become part of our Offer to Sell, notwithstanding any Terms and Conditions that may be contained in any purchase order or other form of the buyer, notwithstanding the shipment, acceptance of payment or similar act of the Company. All Purchase Orders when accepted by the Company at 1707 Colt Circle, Marble Falls, Texas 78654, will be in accordance with the Laws of the State of Texas. All orders are subject to review by the Company in accordance with the Company's Offer to Sell before final acceptance is authorized. All disputes shall be governed by applicable Texas Law and all claims shall be filed and litigated in Burnet County, Texas, with the prevailing party recovering attorney's fees.

3. **PRICES:**

Sales tax is not required provided the structure is installed by RFL. All Use taxes, and applicable in plant taxes, in plant permits and fees are paid for by RFL. If payment is not made by client in accordance with the Contract Terms, interest will be charged at the rate of 1-1/2% (one and one-half percent) per month until paid. If an order is accepted by the Company, and a delivery date is accepted by the Client, and delivery is delayed by the Client, payment of all but 10% is due upon completion at the Point of Manufacture. A 1-1/2% (one and one-half percent) per month added fee shall be due for each month the shipment is delayed.

4. **TERMINATION:**

Purchaser shall be responsible for costs of work performed which will include overhead and profit. Contract may not be cancelled once production has commenced.

5. **TITLE AND LIEN RIGHTS:**

All Products remain the personal property of the Company, whether or not affixed to any other real property or structure, until the price (including any notes given therefore) of the equipment has been fully paid in cash. The Company shall, in the event of the purchaser's default, have the right to enter upon any premises and repossess such structures and equipment wherever it may be located.

6. **LACHES:**

Failure of the Company to exercise any right or remedy under this contract shall not be deemed a waiver of such right, nor shall any lien or other right of the Company be lost or impaired by laches or in any manner or by any act or failure to act.

7. **LIMITATION OF LIABILITY:**

Under no circumstances, unless stated in our Offer to Sell or bid, shall the Company have any liability for liquidated damages, for collateral, consequential special damages, loss of profits, loss of production, delay in the progress of construction, whether resulting from delays in delivery, performance, breach of warranty, due to lack of timely performance in reviewing and approving shop drawings, completing site preparation or

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1707 Colt Circle, Marble Falls, Texas 78654 • Phone: 512.222.5454 • www.restroomfacilities.com

Page 5 of 8

lack of payment in accordance with the terms set forth herein. The aggregate total liability of the Company under the contract, whether for breach of warranty or otherwise shall in no event exceed the contract price. Buyer agrees to indemnify and holds harmless the Company from all claims by third parties which extend beyond the foregoing limitations on the Company's liability.

8. **DELIVERY:**

Except as may be otherwise specified in the attached Offer, delivery will be F.O.B. point of manufacture. Time of delivery is an estimate only. The Company shall in no event be liable for delays caused by fires, acts of God, strikes, labor difficulties, acts of Government or military, delays in transportation or procurement of materials or causes of any kind beyond the Company's immediate control. If building is ready for shipment and Customer delays said shipment, Company shall store the facility at the point of manufacturing and charge 1-1/2% (one and one-half percent) per month as a storage charge. If shipment arrives and site is not ready, Owner shall pay any off-site storage fees as applicable.

9. **WARRANTY:**

All structural elements produced by the company are warranted to the purchaser to be free from defects in material, workmanship and title. The Company will replace or repair, at its option, defects in workmanship or any part which is proven defective within five years from delivery. This warranty applies only where the Company has been notified in writing of the defect within the warranty period and where any equipment has been properly operated and maintained in accordance with the Company's instructions: the Company having no responsibility for abuse, neglect or improper storage. Should any issues arise where additional work must be performed RFL retains the right to perform this work at the earliest opportunity. Should it be necessary to have this work performed by others due to the nature of the work or a conflict in scheduling, RFL must be notified 48 hours in advance in writing and given the opportunity to perform said work. Should it be necessary to have this work performed by others a written estimate must be approved by RFL in advance of any work being undertaken. The Company assigns any and all warranties for fixtures, appliances, and other equipment manufactured by others to said other manufacturer. Due to its nature, concrete is prone to settling and cracking. Minor cracking in the concrete is normal and is not the responsibility of RFL. We use high quality 304 stainless steel in our products and under certain conditions and/or improper maintenance stainless steel may rust. Minor rust spots or discoloration are not the responsibility of RFL. The foregoing shall constitute the said liability of the Company and the sole remedy to the purchaser. Company's warranties as set forth in this paragraph are exclusive and are in lieu of, and purchaser hereby waives all other warranties, expressed or implied, including without limitation, any implied warranties or merchantability and fitness. This warranty shall be void if payment in full for the project is not received by the Company in accordance with these Terms and Conditions of Sale.

10. **CREDIT:**  
(Deposit and Progress Payments)

11. **MUNICIPAL AND FEDERAL GOVERNMENT AGENCIES:**

Orders may require deposits or progress payments. If buyer's financial situation justifies such action, the Company may at its election require payment in advance or cancel the order as to any unshipped item and require payment of its reasonable cancellation charges. If the buyer delays completion of manufacture or a delay in shipment, the Company shall require payment according to the percentage of completion. In the event of the default of the buyer, the Company is entitled to the full amount due including reasonable attorneys fees, costs, storage, expenses of physical recovery, and interest at 1-1/2% (one and one/half percent) per month.

12. **CLIENTS AND NON-GOVERNMENT AGENCIES:**

Orders may require deposits or advance payment as well as progress payments subject to the buyer's creditworthiness in accordance with the Company's applicable credit policies. Breach of any payment terms shall accelerate full payment which shall be due the balance of the contract amount including change orders.

\_\_\_\_\_Initial \_\_\_\_\_Initial

Restroom Facilities Limited

\_\_\_\_\_  
John Putman, President

\_\_\_\_\_  
Date

Client Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_ Initial \_\_\_\_ Initial

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City Manager

ITEM NO. 7.7

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

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**Subject:**

Discussion and possible action regarding award of contract for flatwork and accessibility ramp at the 1931 Roy L Thomas Old City Hall Building.

Requested By: Finley DeGraffenried, City Manager

Submitted By: Gary Cox, Assistant City Manager

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

The project will be funded from Fund 68

Attachments:

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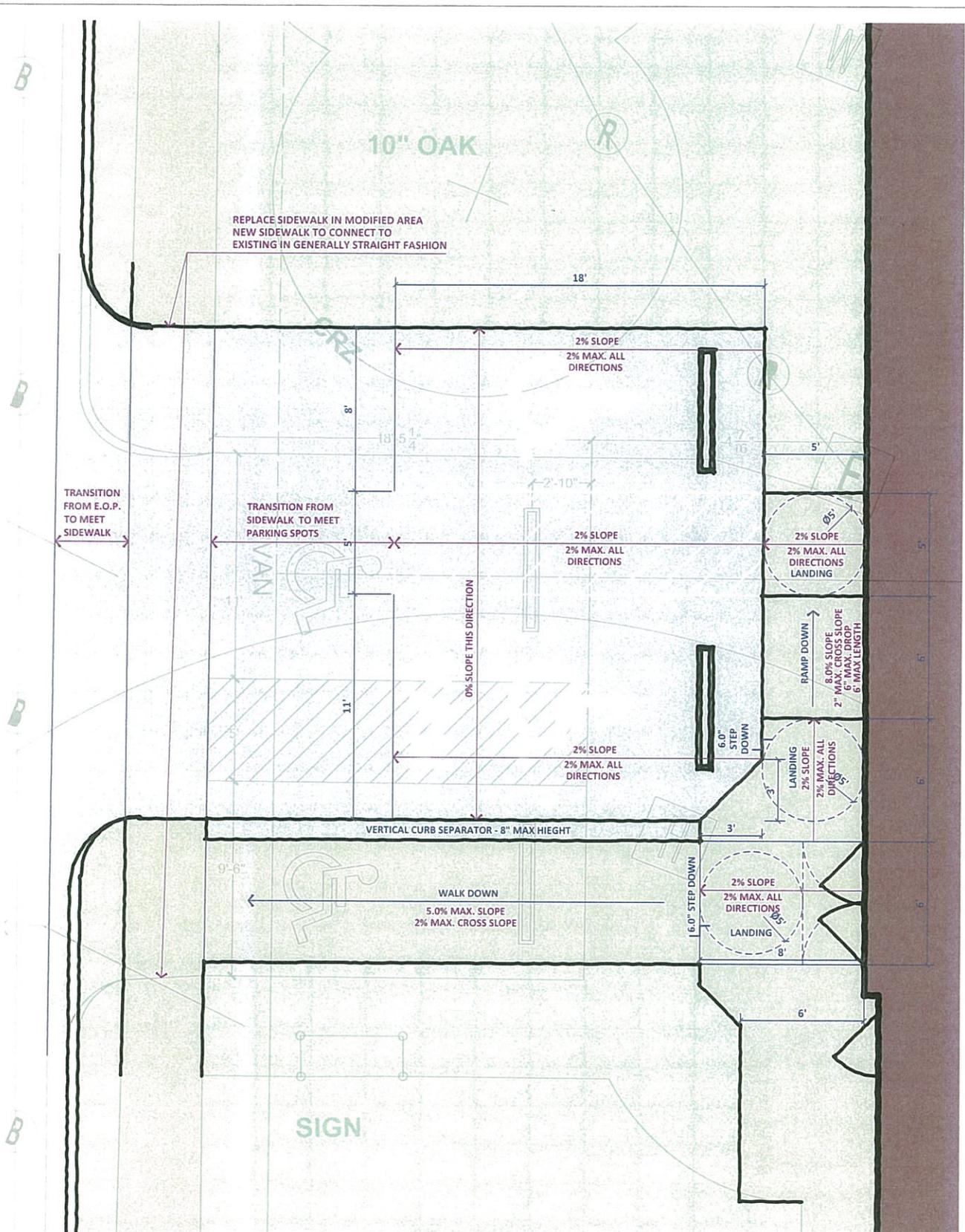
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**Summary Statement:**

After several designs and review by the Project Accessibility Consultant, the attached plan was distributed for quotation. Bidders were asked to prepare pricing based on 6" depth, #4 on 12", for driveways; and 4" depth, #3 on 12", for sidewalks. At the time of publication, staff was waiting for one additional quote which should be received Friday.

**Recommendation:**

To consider a motion to approve low bid for installation of flatwork as specified and provide the City Manager the authorization to exceed low bid by 25% for any additional minor improvements.



**OLD CITY HALL LAMPASAS**  
LAMPASAS, TEXAS

All information furnished regarding this property is from sources deemed reliable. However, Consultant has not made an independent investigation of these reports and the accuracy of representation is made by Consultant as to the accuracy thereof and same is submitted as-is. In order to protect the public interest, the Consultant shall not be held liable for any errors or omissions in this report, and shall not be held liable for any damages, including consequential damages, arising out of the use of this report.

**PLACE**  
PLACE designers, inc.  
PLANNING | LANDSCAPE | ARCHITECTURE | ENGINEERING | ENTITLEMENTS  
504 E. MAIN | SUITE 100 | POUND ROCK, TX 78664  
7. (817) 238-8822 | (817) 238-8823 | PLACEdesigners.com

**ADA RAMP EXHIBIT  
SIDE RAMP OPTION**

**NORTH**  
0 1' 2' 3/8" = 1'-0"  
5'

AUGUST 5, 2019

# ASJ Construction, LLC

1204 WEST 3<sup>RD</sup> LAMPASAS, TX 76550

TEL: 512-734-2185



## PROPOSAL

DATE: 8/23/2019

TO: Becky Simms

PROJECT NAME: MUNICIPAL COURT DRIVEWAY

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WE HEREBY PROPOSE TO FURNISH LABOR COMPLETE IN ACCORDANCE WITH THE SPECIFICATIONS BELOW.

DESCRIPTION: DEMOLISH EXISTING PARKING AREA, GRADE AREA FOR ADA REQUIREMENTS, PLACE NEW CONCRETE ALONG WITH STRIPING

Demo and excavation = \$3,081.60

Place new concrete = \$7,704.00

Striping= \$480.00

EXCLUSIONS- ANY ITEM NOT SPECIFICALLY LISTED ABOVE-WEEKEND WORK-BONDING

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This proposals price and terms:

material and labor in accordance with the above specifications for the sum of \$11,265.60

If there are any questions regarding this proposal, please advise. If you agree to the proposed work above please sign and date.

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

P. O. Box 789  
Lampasas, Texas 76550

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

**\*\*\*BID PROPOSAL\*\*\***

**Date:** August 19, 2019  
**To:** City of Lampasas  
312 East Third  
Lampasas, Texas 76550  
**Attn:** Finley DeGraffenried  
**Re:** Concrete Sitework  
New City Hall, Lampasas, Texas

We hereby propose to furnish all labor, material, tools, equipment and supervision to perform the following as per drawing and as discussed:

Installation of steel reinforced driveway with handicap parking, handicap ramps and sidewalks

**For a Total Price of .....\$ 16,866.00**  
=====

**Exclusions:**

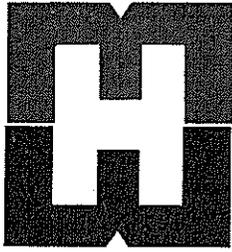
- All haul off and base to be provided by owner
- All sales tax, permits & fees

Thank you,

Canales-Dibble Contractors, Inc.

/s/

Russell S. Dibble  
Estimator



**M.W. HALL  
CONSTRUCTION, INC.**

Mr. Finley Degraffenried  
312 East Third  
Lampasas, Texas 76550

**RE: ADA Concrete at Old City Hall on South Main Street**

We are pleased to provide a proposal for the above referenced project. The base proposal amount is **Twenty-Eight Thousand Eight Hundred Twenty Dollars (\$ 28,820.00)**. 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 drawings dated 8-5-2019 from Place Designers Inc.

**No sales tax**

**We acknowledge 0 addenda.**

The following is included in our base bid amount:

- Project lay out
- Project supervision
- Saw cut asphalt and concrete for demo
- Demo and remove existing concrete
- Excavate to sub grade and remove spoils
- Compact sub grade
- Place 6-inch base material and compact *Furnished by City*
- Place reinforcing steel
- #3 rebar in 4" slab 12" on center in walks
- #4 rebar in 6" slab 12" on center in drive
- 3000 PSI regular concrete
- Expansion joints at all existing structures
- Additional expansion joints per ACI
- Caulk all expansion joints
- 2 Car stops
- ADA Striping per plans
- Work Based on Plans by Place dated 8/5/2019

- *Owner to approve all grades before final placement of concrete*
- Workers Compensation and General Liability
- Final Clean up as related to this scope of work

**Exclusions:**

- Testing and Permits
- Reworking concrete at existing double doors/ threshold
- Patching Asphalt between new curb and street
- 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 ManagerITEM NO. 7.8

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

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**Subject:**

Discussion and possible action regarding drainage improvements for Brodie Estates

Requested By: Finley deGraffenried, City Manager

Submitted By: Finley deGraffenried, City Manager

Date Submitted: August 20, 2019

For the Agenda of: August 26, 2019

**Procurement and Funding Statement:**

Attachments:

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**Summary Statement:**

The developers for Brodie Estates Subdivision, based on interest from members of City Council would like the opportunity to discuss drainage improvements to the subdivision, and possible mitigation of downstream impacts.

**Recommendation:**

To consider a motion to approve and/or provide direction on possible drainage improvements to the Brodie Estates Subdivision.

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