

# **City Council Meeting**

**July 25, 2023**

**At**

**Gatesville Council Chamber**

**110 N. 8<sup>th</sup> Street**

**5:30 P.M.**



**INDEX FOR  
REGULAR CITY COUNCIL MEETING  
JULY 25, 2023 AT 5:30 P.M.**

**PAGE 1 ---- AGENDA – JULY 25, 2023**

**HEAR VISITORS/CITIZENS FORUM: AT THIS TIME, ANY PERSON WITH BUSINESS BEFORE THE COUNCIL NOT SCHEDULED ON THE AGENDA MAY SPEAK TO THE COUNCIL FOR A MAXIMUM OF THREE (3) MINUTES. NO FORMAL ACTION CAN BE TAKEN ON THESE ITEMS AT THIS MEETING**

**INTRODUCTION: INTRODUCE NEW CIVIC CENTER MANAGER, MORGAN SMART**

**PAGE 2-14 - DISCUSSION AND POSSIBLE ACTION REGARDING THE CONSENT AGENDA: (ALL CONSENT AGENDA ITEMS ARE CONSIDERED ROUTINE BY CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCILMEMBER REQUESTS AN ITEM BE REMOVED AND CONSIDERED SEPARATELY)**

**RESOLUTION 2023-80: MINUTES FROM REGULAR CITY COUNCIL MEETING  
JULY 11, 2023**

**RESOLUTION 2023-81: APPROVE AN ORDER OF ELECTION TO BE HELD ON  
NOVEMBER 7, 2023 GENERAL ELECTION BALLOT**

**RESOLUTION 2023-82: 3RD QUARTER FISCAL YEAR 2022-23 INVESTMENT  
REPORT FOR THE CITY OF GATESVILLE**

**RESOLUTION 2023-83: CHANGE ORDER NO. 1 TO THE CONTRACT DOCUMENTS  
FOR THE LOVERS LANE WATER & WASTEWATER  
IMPROVEMENTS PROJECT NO. 2-01635**

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DEPARTMENT HEAD REPORTS: FINANCE, FIRE, BUILDING PERMITS, UTILITY  
POLICE/CODE ENFORCEMENT, COURT, PARKS & RECREATION, & LIBRARY**

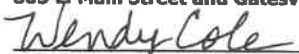
**NOTICE**  
**THIS NOTICE IS POSTED IN COMPLIANCE WITH THE OPEN MEETING ACT**  
**(TEX. GOV'T CODE CHAPTER 551, SEC. 551.041)**

**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**JULY 25, 2023, AT 5:30 P.M**  
**GATESVILLE COUNCIL CHAMBERS**  
**110 NORTH 8<sup>TH</sup> STREET, GATESVILLE, TEXAS 76528**

An Open Meeting will be held concerning the following subjects:

1. Call to Order
2. Hear Visitors/Citizens Forum: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council for a maximum of three (3) minutes. No formal action can be taken on these items at this meeting.
3. Introduction: Introduce the new Civic Center Manager, Morgan Smart.
4. Discussion and possible action regarding the Consent Agenda: (all consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)
  - Resolution 2023-80: Minutes from Regular City Council Meeting July 11, 2023.
  - Resolution 2023-81: Approve an order of election to be held on November 7, 2023 General Election Ballot
  - Resolution 2023-82: 3rd Quarter Fiscal Year 2022-23 Investment Report for City of Gatesville.
  - Resolution 2023-83: Change Order No. 1 to the contract documents for the Lovers Lane Water & Wastewater Improvements Project No. 2-01635
  - Resolution 2023-84: Set Date/Time/Place for Budget Public Hearing/Call Special Council Meeting
5. Discussion and possible action regarding a proposal from The Retail Coach to aid the city with preparing and executing a retail market analysis and comprehensive recruitment strategy (Scott Albert)
6. Discussion and possible action regarding a proposal from ClearGov for budgeting and reporting software (Mike Halsema)
7. Presentation and update regarding preparations for the 2024 Eclipse (Cheri Shepherd)
8. Discussion and possible action regarding the Recycling Agreement with Sunbright Paper Recycling (Scott Albert)
9. Workshop regarding the proposed Fiscal Year 2023-2024 Budget (Scott Albert & Mike Halsema)
10. Discussion and possible action regarding purchase of vehicles for the Gatesville Police Department (Brad Hunt)
11. City Manager's Report: Capital Projects, Future Agenda Topics, Department Head Reports: Finance, Fire, Building Permits, Utility, Police/Code Enforcement, Court, Parks & Recreation, Library
12. Adjourn Meeting

I hereby attest that the above agenda was posted on this the 21st day of July, 2023 by 5:00 p.m. on the official City of Gatesville website, [www.gatesvilletx.com](http://www.gatesvilletx.com) and the official bulletin boards at Gatesville City Hall, 803 E. Main Street and Gatesville Council Chambers, 110 N. 8th Street, Gatesville, Texas.

  
Wendy Cole, City Secretary

The City of Gatesville council chambers are wheelchair accessible and accessible parking spaces are available at the back entrance of City Hall. Requests for accommodations or interpretive services must be made 24 hours prior to this meeting. Please contact the city secretary's office at 254-865-8951 or FAX 254-865-8320, or email [wcole@gatesvilletx.com](mailto:wcole@gatesvilletx.com) for further information.

REGULAR CITY COUNCIL MEETING  
JULY 11, 2023 AT 5:30 P.M.  
COUNCIL CHAMBERS, 110 NORTH 8TH STREET,  
GATESVILLE, TEXAS 76528

AN OPEN MEETING WAS HELD CONCERNING THE FOLLOWING SUBJECTS:

1) CALL TO ORDER REGULAR CITY COUNCIL MEETING AT 5:31 P.M. THIS 11TH DAY OF JULY, 2023

COUNCIL PRESENT: Mayor Gary Chumley, Councilmembers Barbara Burrow, Greg Casey, Meredith Rainer, and John Westbrook

REGRETS: Councilmember Joe Patterson

ABSENT: Councilmember Claude Williams

CITY STAFF PRESENT: City Manager Scott L. Albert, City Secretary Wendy Cole, Finance Director Mike Halsema, Police Chief Brad Hunt, Planning Director Rene Ochoa, and Parks and Recreation Director Seth Phillips

OTHERS: Leo Corona and Gatesville Messenger Senior Writer Jeff Osborne

2) HEAR VISITORS/CITIZENS FORUM: AT THIS TIME, ANY PERSON WITH BUSINESS BEFORE THE COUNCIL NOT SCHEDULED ON THE AGENDA MAY SPEAK TO THE COUNCIL FOR A MAXIMUM OF THREE (3) MINUTES. NO FORMAL ACTION CAN BE TAKEN ON THESE ITEMS AT THIS MEETING

Visitors present were only concerned with an agenda item.

3) DISCUSSION AND POSSIBLE ACTION REGARDING THE CONSENT AGENDA (ALL CONSENT AGENDA ITEMS ARE CONSIDERED ROUTINE BY CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCILMEMBER REQUESTS AN ITEM BE REMOVED AND CONSIDERED SEPARATELY.)

RESOLUTION 2023-74: Minutes from Regular City Council Meeting June 13, 2023

RESOLUTION 2023-75: Request from the Coryell County Historical Commission regarding temporary street closures on July 22, 2023 for the celebration commemorating the 125th Anniversary of the Coryell County Courthouse

Motion by John Westbrook, seconded by Greg Casey, to approve the Consent Agenda; all four voting "Aye", motion passed.

4) DISCUSSION AND POSSIBLE ACTION REGARDING THE PROGRESS AND FORTHCOMING STEPS FOR THE FAUNT LE ROY PARK EMERGENCY DECLARATION PROJECT, FOLLOWING A BRIEFING DELINEATING THE PROJECT'S CURRENT STATUS (RENE OCHOA & SETH PHILLIPS)

Planning Director Rene Ochoa and Parks and Recreation Director Seth Phillips presented a Power Point Program regarding the Faunt Le Roy Park Emergency Declaration Project. The events presented in the report detailed the recovery efforts, funding requisitions, and remediation strategies undertaken since the flood event that occurred in October 2018. Included in the presentation was description of the initial flood damage to the banks of the park and disaster declarations to Federal Emergency Management Agency (FEMA), Texas Division of Emergency Management (TDEM), Natural Resources Conservation Service (NRCS), and LJA Engineering.

The timeline briefing followed the events that started in October 2018 until April 2023 when the City was notified that it passed a Technical Review and had moved forward to a Scope and Costing Review, and will then be followed by a Large Project Notification Review, as required by law.

Also highlighted in the briefing:

In 2020, Gatesville partnered with LJA Engineering to conduct an in-depth damage assessment. LJA's analysis determined the repair cost for Faunt Le Roy Park's riverbank to be approximately \$1,360,727. FEMA endorsed LJA's cost assessment. However, the City opted against accepting FEMA's fixed-cost offer, choosing to allocate the funds towards an "alternate project" instead. This decision was based on the belief that restoring the area would not address the underlying issue – the ongoing risk of flooding due to the park's location in FEMA's designated floodway hazard zone.

In 2021, Gatesville commissioned LJA Engineering to undertake a park study aimed at identifying potential sites for alternate projects. The six potential locations identified and evaluated by LJA were included in the briefing to the Council. In 2022, city officials chose to advance with a plan to design a new park (alternate park project) on a 4.9-acre parcel across from the fitness center. The proposed alternate park amenities were presented to the Council with the cost breakdown.

There was a lengthy discussion regarding the cost and implementation of a Parks Master Plan and whether the City should proceed with spending the FEMA funds on building a new park on the 4.9 acres or to proceed with spending the FEMA funds on the existing Faunt Le Roy Park facilities.

RESOLUTION 2023-76: Motion by Meredith Rainer, seconded by Greg Casey, to approve to defer decision on the Faunt Le Roy Park Emergency Declaration Project until the next meeting on July 25, 2023 and allow city staff to reach out to FEMA regarding the current request and what the impact would be to the process if the course of this project changed; all four voting "Aye", motion passed.

5) DISCUSSION AND POSSIBLE ACTION REGARDING PARKS AND RECREATION  
DEPARTMENT REQUEST TO WAIVE THE COLLECTION OF GATE FEES FOR  
BASEBALL/SOFTBALL TOURNAMENTS IN EXCHANGE FOR A FIELD CHARGE. (SETH  
PHILLIPS)

Parks and Recreation Director, Seth Phillips, said that there is some exciting interest from several tournament directors that are inquiring about hosting baseball/softball tournaments in Gatesville. Hosting more tournaments in Gatesville will stimulate local economy and increase tourism. City staff is seeking authorization from the City Council to waive the collection of gate fees for baseball/softball tournaments, while implementing a field fee. This is a common incentive offered by cities to attract tournaments and several cities in our region already implement this type of incentive.

Attracting more players, coaches, families, and spectators to the city will lead to increased spending on accommodations, food, transportation, and entertainment, thereby boosting local businesses and generating revenue. Moreover, these tournaments can increase exposure and recognition for the city as a weekend/day trip destination, potentially attracting future visitors for other events.

By implementing the incentive not to collect gate fees, there will be a direct impact on the city budget, resulting in a decrease in revenues of approximately \$5,345 but the city would still receive financial benefits indirectly. Mr. Phillips, said that if the City would waive the option for the city to collect the gate fees, the USSSA Baseball has verbally agreed to host approximately seven tournaments during the fall and spring seasons, and we believe Small Town Select Tournaments will continue to host seven to eight tournaments. Furthermore, the staff will also pursue hosting the Texas Teen-Age district and state tournaments. For every tournament, there are 50 teams, each with 13 players. Each player requires at least one parent or guardian to travel with them, though most bring their whole family.

Even if every player traveled with just one adult, 700 people come to every tournament, not counting coaches and managers. While players and their families are in town, they need to eat three times a day, which adds a healthy boost to the restaurants, as well as the grocery stores. That adds up to an extra 2,100 meals served in a single day. Over the course of the weekend, a minimum of 4,200 extra meals will be served. If every meal costs less than \$5, that is still at least \$21,000 brought into the community just for food. In addition to the food and drinks, visitors need gas and sometimes car parts. Stores selling sporting goods, such as Wal-Mart, also see a boost in income as well, due to broken or lost equipment.

Although there would be a decrease in current revenues of \$5,345; this decrease in revenue will be overshadowed by the economic boost it brings to the local economy. The indirect financial benefits of the tournaments (Sales Tax & Hotel Occupancy Taxes) will most likely cover the revenue decrease of \$5,345 and any increased costs associated with Parks & Recreation's involvement in the tournaments.

Many tournament organizations have been very interested in hosting tournaments in Gatesville also because of its centralized location and prefer the field charge process as these organizations need to collect the gate fees to stay in business. If the city would start charging field fees for the tournaments \$1500 would be generated for a weekend (\$125 per field).

RESOLUTION 2023-77: Motion by Greg Casey, seconded by John Westbrook, to waive the collection of gate fees in exchange for a field charge to attract youth baseball tournaments to Gatesville for the next two years; and at the end of that period, staff will review and present a cost-benefit report whether the city should continue waiving the collection of gate fees; all four voting "Aye", motion passed.

6) DISCUSSION AND POSSIBLE ACTION REGARDING AN ATHLETIC FIELD RENTAL AGREEMENT (SETH PHILLIPS)

Parks and Recreation Director, Seth Phillips, said that this Athletic Field Rental Agreement would be used in the scenario if an organization requested a cost-share agreement with the City for a tournament(s). The proposed Rental Agreement has been prepared by staff and approved by the City Attorney.

RESOLUTION 2023-78: Motion by Barbara Burrow, seconded by Meredith Rainer, to approve the Athletic Field Rental Agreement which was prepared by city staff and approved by the City Attorney; all four voting "Aye", motion passed.

7) DISCUSSION AND POSSIBLE ACTION REGARDING A LEASE PURCHASE AGREEMENT TO FINANCE A TRAILER MOUNTED SEWER MACHINE (MIKE HALSEMA)

Finance Director, Mike Halsema, reported that city staff received an update regarding the trailer mounted sewer machine this afternoon that will change staff's recommendation on this agenda item.

Mr. Halsema described the incident involving the sewer trailer: On June 12, 2023, a semi-truck traveling along Main Street ran a redlight at 19th and collided with the city's sewer vac trailer. Fortunately, the city employee driving the truck pulling the trailer was not severely injured, but the sewer vac trailer was completely damaged.

Unfortunately, the sewer vac trailer was the sole equipment in the city capable of servicing small sewer line clogs. As a temporary solution, staff rented a sewer vac trailer from Texas Municipal Equipment (who is on BuyBoard Purchasing Cooperative) until a replacement trailer could be delivered.

The City's insurance, Texas Municipal League Intergovernmental Risk Pool (TMLIRP), is preparing a claim on the City's behalf to file with the semi-truck driver's insurance. TMLIRP called city staff today and stated that they will be sending a check in the amount of \$37,322.00 which of course won't cover the cost of the replacement trailer mounted sewer machine of \$87,642.64; but the City would be able to cover the rest of the \$50,000.00 cost out of current revenues so there would be no need to finance



this purchase as first recommended. Anticipated revenue as a result of the claim from the other insurance company would also reimburse any city funds that would be used in the purchase of this equipment. There is no need to finance this purchase as this upgraded trailer mounted sewer machine could be purchased outright.

RESOLUTION 2023-79: Motion by Barbara Burrow, seconded by Greg Casey, to approve the purchase of a trailer mounted sewer machine from Texas Municipal Equipment at a total cost of \$87,642.64 ; all four voting "Aye", motion passed.

8) PRESENTATION REGARDING PRELIMINARY BUDGET ASSUMPTIONS FOR FISCAL YEAR 2023-2024 (SCOTT ALBERT)

City Manager Scott Albert provided the Council with a preliminary broad budget assumptions document for Fiscal Year 2024 and highlighted the following:

FY 2023	FY 2024	Difference	% Increase
\$16,412,014	\$21,934,977	\$5,522,964	25%

There was detailed discussion regarding the additional revenue identified to pay for the 25% increase:

Revenue Source	Additional Revenues for FY 24
Grants/ARP Funds	\$3,679,967
Sales Tax (12% increase over last year)	309,568
Property Tax (reflecting a 13% increase)	261,373
Inter Fund Transfers	170,522
Water Sales	335,947
Sewer Charges	319,414
Sanitation	342,281
Municipal Franchise Fees (6% change in rates)	31,366
<b>Total</b>	<b>\$5,450,438</b>

Further discussion included:

- General Fund: Salaries & Benefits, Fire Department, Street Department, Parks & Recreation, Fitness Center & Pool, Water and Sewer, Airport Fund, Hotel Occupancy Fund, Debt Service Fund, Cemetery Fund

Funding sources for the 25 projected Capital Projects for 2024 were also briefly presented.

The final draft budget for Fiscal Year 2024 will be presented in further detail at the next Council meeting on July 25, 2023.

9) CITY MANAGERS REPORT:

1. Stillhouse Wastewater Treatment Plant Expansion (Update):

On June 20, the city received the following bids for the Stillhouse WWTP expansion:

Contractor	Base Bid Amount
JM Pipeline	\$13,906,690
Matous Const.	\$14,443,000
Gracon Const.	\$17,830,000

Although JM Pipeline was the lowest bid, Walker Partners (WP) will recommend that the city select Matous Construction because they were the highest ranked bidder based on WP evaluations using the selection criteria and ranking assessment. The preferred bidder will be presented to the City Council for consideration, possibly on August 22. The table below shows the available construction funds for the project:

Description	Funds
Matous Const Bid Amt.	\$14,443,000
Available Construction Funds	\$7,723,107
<b>Funds Required to proceed w/ the project.</b>	<b>\$6,719,893</b>

On June 30, a Teams meeting was held with the Texas Water Development Board (TWDB) to determine potential additional funding sources available through the TWDB. The table below shows the TWDB funding options available to Gatesville for covering the additional Stillhouse WWTP construction costs:

TWDB Funding Source	When Funds Could be Available
D-Fund	Early Summer 2024
CWSRF	December 2024

On July 10, staff and Walker Partners met with the contractor (Matous) to discuss the potential of reducing the WWTP project's current scope of work until the city can identify additional funding.

The staff's goal at this point is to divide the project into two phases.

Phase I – Identify what improvements can be completed at the WWTP with available funds.

- TCEQ will have to agree to a two-phase approach.
- Once TCEQ agrees to a two-phase approach, then the city will meet with the TDCJ regarding additional funding needs from the state.

Phase II – Complete the WWTP expansion after additional funding has been identified.  
There was a brief discussion regarding potential funding sources and options.

## **2. Lovers Lane Water/Wastewater Replacement (Update):**

On July 10, improvements to Lovers Lane project started with the initial focus on completing the bores at Main/84 and Business 36 before school starts. We anticipate the project will take six to seven months to complete. Wyllis Ament, with Walker Partners, will serve as the construction inspector responsible for ensuring that the project is completed according to the plans, design, and modifications if necessary. We will hold biweekly project update meetings with the school, B-Corp Utilities, city staff, and Mr. Ament.

## **3. Tx DOT Monument at the intersection of Business 36 & SH 36 (Update):**

The foundation for the entry feature has been poured, but TX DOT is now waiting on delivery of the rock façade before they can continue with the wall. TX DOT expects the monument to be completed by late summer or early fall at the latest. Once the project has been completed, TX DOT will turn over the monument to the city to maintain. Maintenance will include landscaping, mowing, the irrigation system, third party damage, etc. The city will need to submit a layout to TX DOT for their approval on how we wish to proceed with installing lighting and the plaques on the monument.

**4. Brownfields Cleanup Grant for the Rotunda (Update):** Demolition is scheduled for July 31, 2023. A temporary fence and pest control is scheduled for next week. Nearby homeowners that requested notification before demolition occurs will be contacted and updated on the schedule.

## **5. Mills Street Water/Sewer line replacement (Update):**

Walker Partners received signed contracts from LC Paving two weeks ago. However, the certificate of insurance & the bonds were not provided. Walker Partners has requested these items from the contractor on three occasions, and as of June 29, Walker Partners has not received the documents requested.



**6. Rebuilt of Pump #4 at the Lake Belton Intake Structure (Update):**

Staff anticipates Pump #4 will be repaired within the next twelve weeks. On July 7th, staff received confirmation from Dr. Brewer that Fort Cavazos will provide support in transporting the components for replacing the pump and other parts at the raw water intake structure.

**7. Civic Center Manager:**

Morgan Smart has been hired as the new Civic Center Manager and will begin working for the city on July 20. Mayor Chumley requested that Ms. Smart attend the next Council meeting so she could be introduced to the Council.

**8. Eclipse Preparations:**

Cheri Shepherd has been hired as a temporary employee responsible for coordinating the city's preparations for the eclipse. The eclipse task force will provide the City Council with an update regarding the city's preparation for the eclipse at the next city council meeting (July 25).

**9. Budget for FY 2023/24:** July 25: Regular City Council Meeting - First proposed budget workshop. City Manager Albert told the Council that if they had any questions regarding the budget to contact him or Finance Director, Mike Halsema.

10) ADJOURN MEETING AT 7:18 P.M. THIS 11TH DAY OF JULY, 2023

ATTEST:

APPROVED:

\_\_\_\_\_  
Wendy Cole, City Secretary

\_\_\_\_\_  
Gary M. Chumley, Mayor



**Agenda Item #4 Resolution 2023-81**

**CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Scott L. Albert, City Manager

**Agenda Item:** Discussion and possible action to approve an order of Election to be placed on the November 2, 2023 General Election Ballot

**Information:**

The governing body of Gatesville consists of a Mayor and six council members. The Mayor and council member places 2, 4, and 6 shall be elected in even-numbered years and places 1, 3, and 5 shall be elected in odd-numbered years and hold office for a period of two years.

The following Council Member office terms will expire in November 2023:

Ward 1 Place 1 (Incumbent: Claude Williams )

Ward 1 Place 3 (Incumbent: Meredith Rainer)

Ward 2 Place 5 ( Incumbent: Greg Casey )

The candidate filing period to be placed on the ballot is July 22nd through August 21st. July 22nd is a Saturday, but according to the Secretary of State the first day to file does not move. City Hall will not be open that day so the first day to file is July 24, 2023. An order of election which includes the two designated weekdays for which early voting will be held for 12 hours has been determined by our elections administrator and must be approved by the City Council.

**Financial Impact:**

Cost for the General Election Services is contracted through the Coryell County Tax Assessor Collector, who is the elections administrator and is estimated to cost approximately \$3500.

**Staff Recommendation:**

The staff recommends that the City Council approve the order of Election for a place on the General Election ballot November 7, 2023 to elect three Council members and have the Mayor and Council members sign the order.

**Motion:**

I hereby make the motion to approve Resolution NO. 2023-80, to approve the order of Election to be placed on the November 7, 2023 General Election Ballot

**Attachments:**

Order of Election

**Staff Contacts:**

Scott Albert, City Manager – [salbert@gatesvilletx.com](mailto:salbert@gatesvilletx.com)

Wendy Cole, City Secretary- [wcole@gatesvilletx.com](mailto:wcole@gatesvilletx.com)

**Order of Election for  
City of Gatesville, Texas**

Orden de Eleccion para  
Ciudad de Gatesville, Texas

**An election is hereby ordered to be held on November 7, 2023 for the purpose  
of voting on:**

*Por la presente se ordena celebrar una eleccion el 7 de Noviembre, 2023 con el proposito de votar sobre:*

**Council Member, Ward 1 Place 1**

(Miembros del concillio, Barrio 1, Lugar 1)

**Council Member, Ward 2 Place 3**

(Miembros del concillio, Barrio 2 Lugar 3)

**Council Member Ward 2 Place 5**

(Miembros del concillio, Barrio 2 Lugar 5)

**Early voting by personal voting will be conducted each weekday at:**

*La votación adelantada en persona se llevara a cabo de lunes a viernes en:*

**Gatesville Annex**

**801 E. Leon St, Gatesville TX 76528**

**Copperas Cove Early Voting Center**

**508 B Cove Terrace, Copperas Cove TX 76522**

**Between the hours of:**

*Durante los horas de:*

**October 23-27**

**8 am – 5 pm**

**October 30-31**

**8 am – 5 pm**

**November 1**

**8 am – 5 pm**

**November 2-3**

**7 am - 7 pm**

**Election Day 11/07/2023**

**7am - 7 pm**

**This election will be held under the County wide polling place program. A voter may vote  
at any of the following vote centers.**

Esta elección se llevara a cabo bajo el programa de lugares de votación en todo el condado. Un votante  
puede votar en cualquiera de los siguientes centros de votación.

LOCATIONS OF POLLING PLACES ELECTION DAY November 7, 2023 7:00 am to 7:00 pm:  
(DIRECCIONES DE LAS CASILLAS ELECTORALES 7 de Noviembre, 2023 7:00 am to 7:00 pm)

**Copperas Cove Civic Center -  
Holy Family Catholic Church -  
Eastside Baptist Church -  
Gatesville Civic Center -  
Evant City Hall -**

**1206 W Ave B, Copperas Cove  
1001 Georgetown Rd. Copperas Cove  
1202 ML King Jr. Blvd, Copperas Cove  
303 Veterans Memorial Loop, Gatesville  
598 E Hwy 84, Evant**

Flat Community Center -  
Oglesby Community Center -  
Turnersville Community Center -

159 CR 334, Flat  
118 Main St, Oglesby  
8115 FM 182, Gatesville

***Applications for ballot by mail shall be mailed to:***

*Las solicitudes para boletas que se votaran adelantada por correo deberan enviarse a:*

**Justin Carothers**

**P.O. Box 6**

**201 S 7th St.**

**Gatesville, TX 76528**

**254-248-3144**

**[tac@coryelltax.com](mailto:tac@coryelltax.com)**

**[www.coryellcountytax.com](http://www.coryellcountytax.com)**

**Applications for ballots by mail must be received no later than the close of business on:**

*Las solicitudes para boletas que se votaran adelantada por correo deberan recibirse no mas tardar de las horas de negocio el:*

**October 27, 2023**

27 de Octubre, 2023

**Federal Post Card Applications must be received no later than the close of business on:**

(La Tarjeta Federal Postal de Solicitud deberan recibirse no mas tardar de las horas de negocio el:)

**October 27, 2023**

27 de Octubre, 2023

**Issued this the 25th day of July, 2023**

*Emitida este dia 25 de Julio, 2023*

\_\_\_\_\_  
Gary M. Chumley, Mayor

\_\_\_\_\_  
Claude Williams, Ward 1 Place 1

\_\_\_\_\_  
Barbara Burrow, Ward 1 Place 2

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Meredith Rainer, Ward 1 Place 3

\_\_\_\_\_  
Joe Patterson, Ward 2 Place 4

\_\_\_\_\_  
Greg Casey, Ward 2 Place 5

\_\_\_\_\_  
John Westbrook, Ward 2 Place 6

ATTEST: \_\_\_\_\_  
Wendy Cole, City Secretary

**City of Gatesville TX FY2022-23 3rd Quarter Investment Report**

Fund	Description	Type	Book Value 4/1/23	Market Value 4/1/23	Interest Earned	Book Value 6/30/23	Market Value 6/30/2023	Days to Mat	Unrealized Gain/Loss	Change in Market Value
Pooled	Pooled Cash									
General	General Fund Operating	BNKDEP	\$ 8,368,875	\$ 8,368,875	\$ 3,153	\$ 8,312,209	\$ 8,312,209	1	\$ -	\$ (56,666.24)
Enterprise	FT HOOD WWR RESERVE	BNKDEP	\$ 3,983	\$ 3,983	1	\$ 3,984	\$ 3,984	1	\$ -	\$ 1.49
Enterprise	2020 WATER MTR BOND I&S	MMF	\$ 384,139	\$ 384,139	144	\$ 384,282	\$ 384,282	1	\$ -	\$ 143.67
Enterprise	2019 TWDB BOND PROCEEDS (BOKF)	MMF	\$ 133,522	\$ 133,522	50	\$ 133,572	\$ 133,572	1	\$ -	\$ 49.94
Enterprise	2019 TWDB BOND reserve	MMF	\$ 8,547,281	\$ 8,547,281	97,971	\$ 8,645,252	\$ 8,645,252	1	\$ -	\$ 97,971.38
General	TEXSTAR CLFR FUNDS 1	LGIP	\$ 397,555	\$ 397,555	158	\$ 434,374	\$ 434,374	1	\$ -	\$ 36,819.23
General	TEXSTAR CLFR FUNDS 2	LGIP	\$ 1,455,935	\$ 1,455,935	18,168	\$ 1,474,103	\$ 1,474,103	1	\$ -	\$ 18,168.12
General	TEXPOOL MMA	LGIP	\$ 1,570,464	\$ 1,570,464	19,597	\$ 1,590,061	\$ 1,590,061	1	\$ -	\$ 19,597.30
			\$ 430,094	\$ 430,094	5,332	\$ 435,427	\$ 435,427	1	\$ -	\$ 5,332.47
	<b>Totals</b>		<b>\$ 21,291,846</b>	<b>\$ 21,291,846</b>	<b>\$ 144,576</b>	<b>\$ 21,413,263</b>	<b>\$ 21,413,263</b>		<b>\$ -</b>	<b>\$ 121,417.36</b>

Type Breakdown:	Book Value	Percent of portfolio	Wtd Avg Mat	Wtd Avg Yield
LGIP	3,499,591	16.68%	1	1.2307%
MMF	9,163,106	43.68%	1	1.0713%
BNKDEP	8,316,193	39.64%	1	0.0379%
	20,978,889.35	100.00%	1	0.68826%

This report is in compliance with the City of Gatesville Investment Policy and the Public Funds Investment Act (Sec. 2256.023).

*Scott & Albert*  
 Scott Albert  
 City Manager/Investment Officer

*Mike Halsema*  
 Mike Halsema  
 Finance Director/Investment Officer



## **Consent Agenda Item Resolution 2023-83:**

### **CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Scott L. Albert, City Manager

**Agenda Item:** Change Order No. 1 to the contract documents for the Lovers Lane Water & Wastewater Improvements Project No. 2-01635.

#### **Information:**

On April 25, 2023, the City Council awarded a contract to B-Corp Utilities for the replacement of the 6-inch water line along Lovers Lane with a 10-inch line, which will serve as the eastern trunk line for the City's water system. The project's scope also includes replacing the clay tile sewer mains and reconstructing the Lovers Lane Street surface from Business 36 to Lowery Drive.

The City Council approved the contract amount of \$1,539,627.05 on April 25, 2023.

During the commencement of work on the bore pit at Main Street (SH 84), B-Corp uncovered a previously unknown 2-inch water line. This unforeseen discovery necessitated an extension of the bore beneath Main (SH84) by twenty feet (20'), resulting in an increase in the cost of the 18-inch steel bore and encasement by **\$8,417.80** (\$420.89/LF)

The City Manager verbally approved the change order to ensure the project's progress. However, the City Council must officially accept the change order, thereby increasing the contract amount for B-Corp Utilities to **\$1,548,044.85**

#### **Financial Impact:**

Change Order No. 1, amounting to \$8,417.80, will raise B-Corp Utilities contract to \$1,548,044.85.

#### **Staff Recommendation:**

The staff recommends that the City Council approve Change Order No. 1 for B-Corp Utilities contract, increasing the contract amount to \$1,548,044.85.

#### **Motion:**

I hereby motion to approve Change Order No. 1 to the B-Corp Utilities contract, increasing the contract amount to \$1,548,044.85.

#### **Attachments:**

Change Order No. 1



# Change Order

No. 1

Date of Issuance: July 12, 2023

Effective Date: July 12, 2023

Project: <u>Lovers Lane Water &amp; Wastewater Improvements</u>	Owner: <u>City of Gatesville</u>	Owner's Contract No.:
Contract: <u>Lovers Lane Water &amp; Wastewater Improvements</u>		Date of Contract: <u>April 28, 2023</u>
Contractor: <u>B-Coop Utilities</u>		Engineer's Project No.: <u>2-01633</u>

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Due to conflict with existing 2" PVC Water Main @ Station 20+95.51, bore beneath ~~SPT 36~~ is lengthened by 20' to avoid the conflict.

SH 84

Item No. 2.25 - 18-inch Steel Bore & Encasement - 20 LF @ \$420.89/LF = \$8,417.80

Attachments (List documents supporting change):

N/A

## CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 1,539,627.05

[Increase] [Decrease] from previously approved Change Orders  
No. 0 to No. 1:

\$ 0.00

Contract Price prior to this Change Order:

\$ 1,539,627.05

Increase of this Change Order:

\$ 8,417.80

Contract Price incorporating this Change Order:

\$ 1,548,044.85

## CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days x Calendar days

Substantial completion (days or date): 200 days

Ready for final payment (days or date): 210 days

[Increase] [Decrease] from previously approved Change Orders  
No. 0 to No. 1:

Substantial completion (days or date): 0 days

Ready for final payment (days or date): 0 days

Contract Times prior to this Change Order:

Substantial completion (days or date): 200 days

Ready for final payment (days or date): 210 days

Increase of this Change Order:

Substantial completion (days or date): 2 days

Ready for final payment (days or date): 2 days

Contract Times with all approved Change Orders:

Substantial completion (days or date): 202 days

Ready for final payment (days or date): 212 days

RECOMMENDED:

By: [Signature]  
Engineer (Authorized Signature)

Date: July 12, 2023

Approved by Funding Agency (if applicable):

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

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

ACCEPTED:

By: [Signature]  
Contractor (Authorized Signature)

Date: July 13, 2023

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

EJCDC No. C-941 (2002 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

Page 1 of 2



**Agenda Item #4 Resolution 2023-84**

**CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Scott L. Albert, City Manager

**Agenda Item:** Discussion and possible action to set date/time/place for Budget Public Hearing and call Special Council Meeting

**Information:**

Chapter 102, Local Government Code (Sec. 102.006), mandates that the City Council must conduct a public hearing on the budget and set a specific date for that hearing after 15 days from the date the proposed budget is posted, but before the Council finalizes its tax levy. Additionally, it is essential to publish notice of this public hearing in the newspaper at least 10 days before the scheduled hearing date.

Chapter 26 of the Texas Tax Code stipulates that the City Council must adopt the tax rate no later than September 30<sup>th</sup>. If the proposed rate exceeds the No-New-Revenue rate, a public hearing on the tax rate must be conducted. To facilitate this process, the Coryell County Tax Assessor/Collector must provide the tax rate calculations by July 25<sup>th</sup> and publish them in the newspaper.

To adhere to these statutory timelines, it will be necessary to convene a Special Meeting to conduct the mandatory Budget Public Hearing. This meeting should be scheduled in advance to allow sufficient time for the publication of the required notice.

**Financial Impact:**

N/A

**Staff Recommendation:**

The staff recommends that the City Council call a Special Meeting on August 29, 2023, at 5:30 pm at City Hall, 110 North 8<sup>th</sup> Street, Gatesville, Tx. to conduct the Budget Public Hearing.

**Motion:**

I hereby motion to approve Resolution No. 2023-84, calling for a Special Meeting on August 29, 2023, at 5:30 pm at City Hall, 110 North 8<sup>th</sup> Street, Gatesville, Tx. For the purpose of conducting the Budget Public Hearing.

**Attachments:**

N/A

**Staff Contacts:**

Scott Albert, City Manager – [salbert@gatesvilletx.com](mailto:salbert@gatesvilletx.com)

Mike Halsema, Finance Director [mhalsema@gatesvilletx.com](mailto:mhalsema@gatesvilletx.com)

Wendy Cole, City Secretary- [wcole@gatesvilletx.com](mailto:wcole@gatesvilletx.com)



## **Agenda Item #5**

### **CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Scott L. Albert, City Manager

**Agenda Item:** Discussion and possible action regarding a proposal from the Retail Coach to aid the city with preparing and executing a retail market analysis and comprehensive recruitment strategy.

#### **Information:**

On May 23, 2023, the City Council was presented with a list of preliminary budget goals for FY 2024. One of the goals is to engage the services of the Retail Coach firm to assist in identifying retailers and developers that can be recruited within the next twelve to twenty-four months. The city staff would like to proceed with this goal, understanding that the study is expected to take approximately one year to complete.

The Retail Coach is the leading firm in retail recruitment, market analysis, and development in the nation. The proposal before the city council tonight from the Retail Coach includes the following scope of work and deliverables:

- Retail market analysis.
- Identification of retail opportunities.
- Preparation of retail site profiles for available retail sites.
- Compilation of a list of retailers and developers for recruitment.
- Assistance with marketing and branding.
- Support in the recruitment of retailers and developers.
- Representation of the city at regional and national retail industry events.

Our city's strengths, weaknesses, opportunities, and threats in attracting retail will be identified through the Retail Coach process, emphasizing our advantages over competing cities.

#### **Case Study: San Saba**

San Saba, Texas, best known as the Pecan Capital of the World, is primarily an agriculture-based community with a population of just over 2,600. The Director of Economic Development for San Saba approached the Retail Coach to conduct a comprehensive Retail Market Analysis to identify retail opportunities.

The Retail Coach determined that San Saba was losing more than \$35 million in sales to other communities, and a secondary retail trade area of 46,000 was also identified. When the Retail Coach shared this information with the site selector for Alco stores, they recognized San Saba as a suitable location for their next facility. As a result of the data provided by the Retail Coach, new restaurants are now being established in San Saba.

**Case Study: Bastrop**

The Bastrop, Texas, Economic Development Corporation has been working with the Retail Coach since 2012, and their partnership continues to this day.

The Retail Coach conducted a retail trade analysis, gap/opportunity analysis, demographics, psychographic profile, entertainment potential study, retail market profile, drive time demographics, and traffic counts for Bastrop. The results showed that although Bastrop had a population of approximately 8,800, its Retail Trade Area population is 202,879.

With the insights provided by the Retail Coach's research and due to Bastrop's large retail trade area, the city finds itself in a favorable position to attract retail. Successful recruitment efforts in Bastrop include Academy Sports & Outdoors, Hobby Lobby, Chick Fil A, Southside BBQ, Home Goods, and more.

**Financial Impact:**

The proposal from the Retail Coach amounts to \$34,000, plus up to \$1,000 in reimbursable expenses.

Payment terms are as follows:

\$10,000 due upon contract execution, to be paid from the FY 23 budget.

\$14,000 due within 90 days.

\$10,000 due within 180 days.

**Staff Recommendation:**

The staff recommends that the city council approve the Retail Coach's proposal.

**Motion:**

I move to approve the proposal from The Retail Coach to assist the city with identifying data necessary for recruiting retailers and developers.

**Attachments:**

The proposal from The Retail Coach.

**Staff Contacts:**

Scott Albert, City Manager – [salbert@gatesvilletx.com](mailto:salbert@gatesvilletx.com)

July 5th, 2023



# Retail Recruitment & Development Strategy

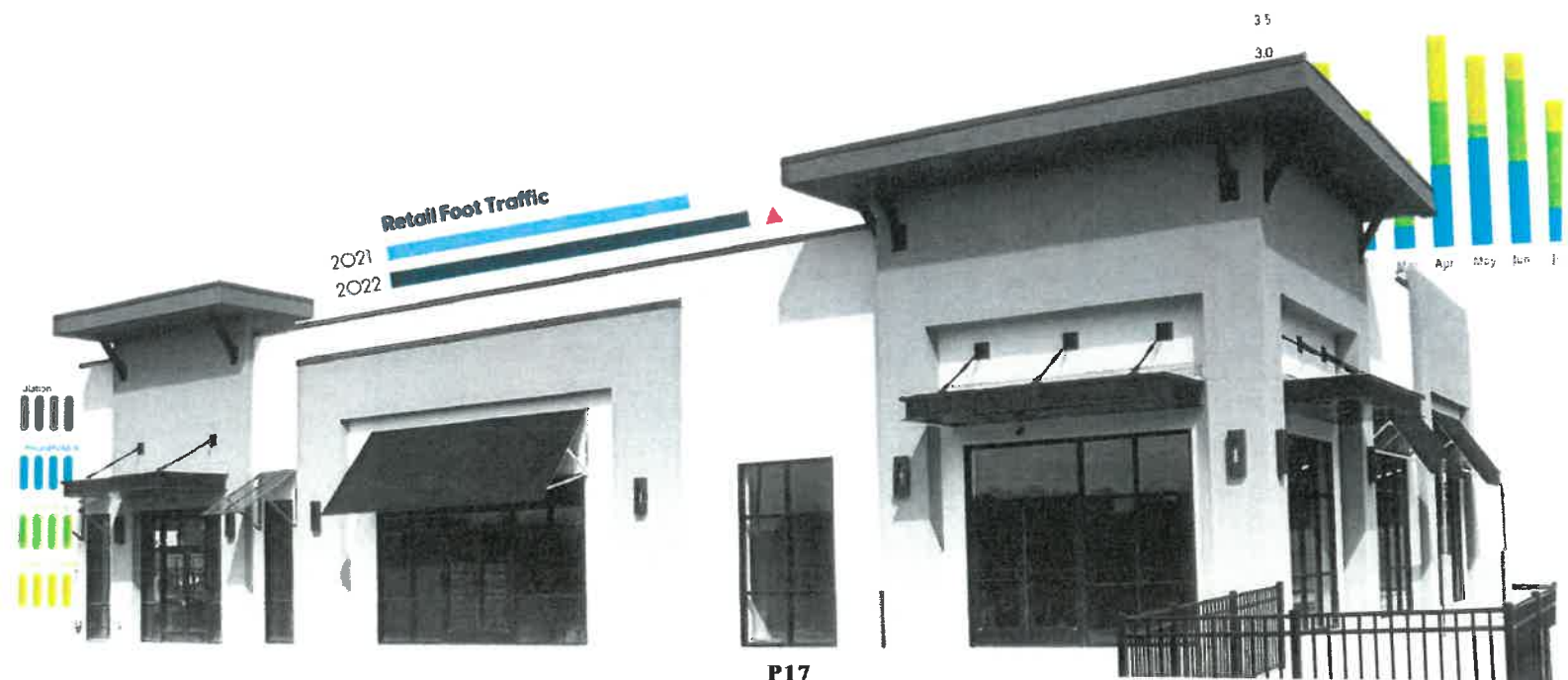
Proposal for:

The City of Gatesville, Texas

Submitted by:



TheRetailCoach.net | Austin, TX | (800) 851-0962





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# Bringing the Right Retail Mix to Gatesville

The Retail Coach is submitting this proposal for Retail Market Analysis & Recruitment Services for **Gatesville**.

Our goal is not only to aid the City in preparing and executing a Retail Market Analysis and comprehensive Recruitment Strategy, but to also assist the City in its efforts to capture sales tax leakage and further improve quality of life for residents by bringing in new retail, restaurant, entertainment, and service options.

**The most important aspect of any Retail Market Analysis is its ultimate application and resulting impacts.** Our approach has always been action-oriented to ensure that market reports are not placed on a shelf to collect dust. Working with all project team members, local stakeholders, and public officials is a critical component in which The Retail Coach is experienced and well-equipped to execute.

## Goals & Objectives:

Research and analyze the Gatesville retail market to identify retail gaps and growth opportunities.

Determine Gatesville's unique, viable retail market potential.

Identify key retail and restaurant targets that align with the City's vision for growth.

Recruit targeted retailers and restaurants through proactive outreach efforts and retail conference representation.

Act as an extension of City staff to provide recruitment services and coaching for retail economic development initiatives.

# We Recruit Retail.

For more than **23** years, The Retail Coach has been the premier national retail recruitment partner for municipalities, economic development organizations, and development firms.

We are the nation's leading retail recruitment, market analysis, and development firm. Our approach combines **strategy, technology, and creative marketing** to execute high-impact retail recruitment strategies for local governments, chambers of commerce, and economic development organizations.

Having worked more than 650 assignments in more than 40 states, our recruitment approach is simple - **do what you say you are going to do, do it at the highest level possible, and constantly communicate findings and results to our clients.** This approach has proven successful, leading to multiple assignments with more than 90% of our clients.

## PROVEN SUCCESS FOR CLIENT COMMUNITIES



**6 Million +**

### SQUARE FEET OF NEW RETAIL RECRUITED

We have recruited more than 6 million square feet of new retail to client communities in the past 5 years.



**\$600 Million**

### IN SALES TAX GENERATED

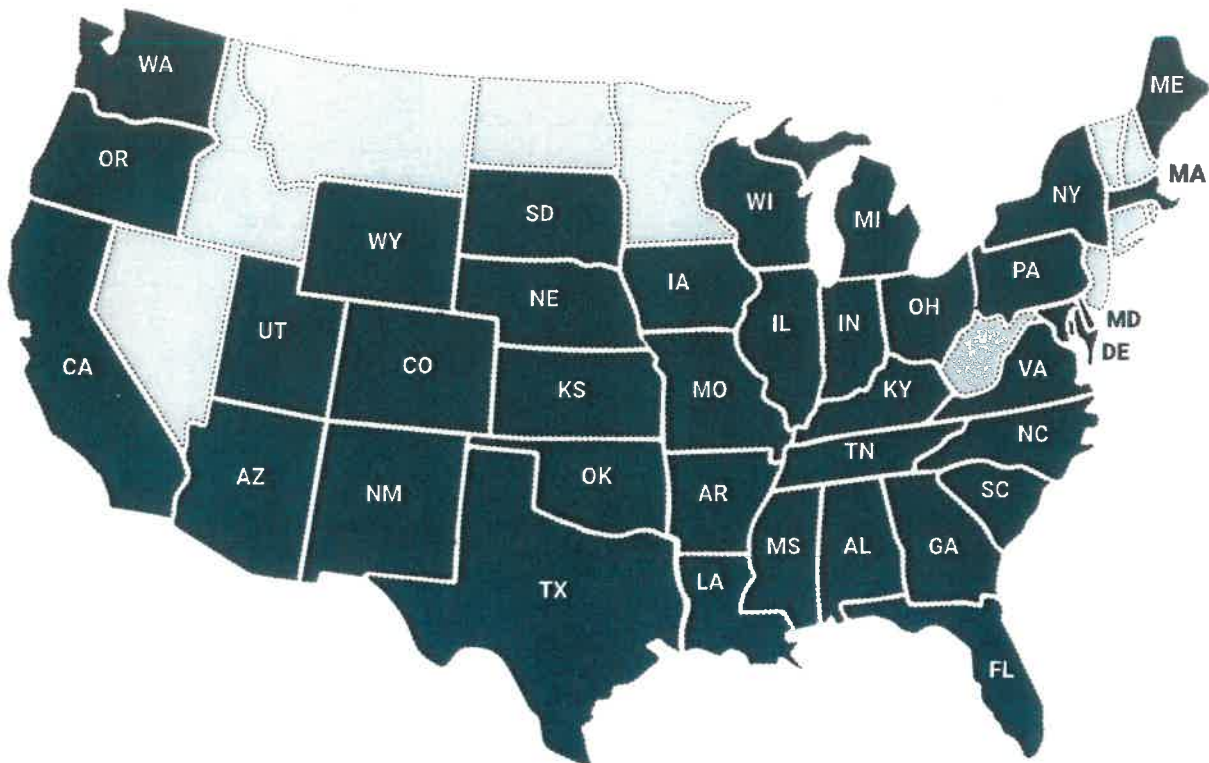
Our work has generated more than \$600 Million in sales tax for our client communities in the past 5 years.



**90%**

### REPEAT CLIENT RATE

90% of our clients choose to continue working with us after the initial contract.



**We Have Served  
More than 650 Client  
Communities Across  
40 states.**

**650+**  
Communities  
Served

**40**  
States We've  
Worked In

**National Expertise. Local Focus.**

Our work throughout the country allows our team to stay current on retail trends and deepen our relationships with national and regional brands.

These relationships create unique opportunities for our client communities. When brands begin planning to expand into new markets, we are often one of the first to know and retailers/brokers will often look to our client list or ask our team for prospective markets to consider.

**90%**  
Repeat Client  
Rate

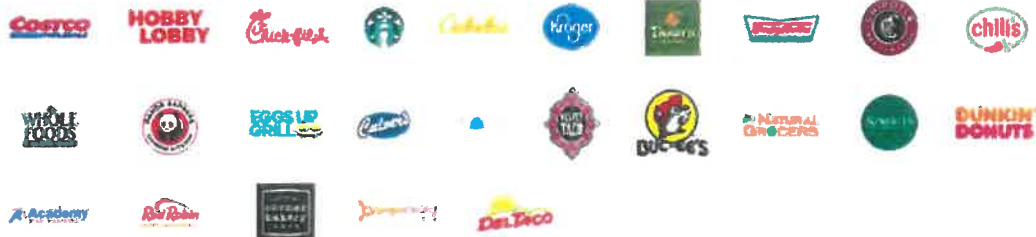
# More Than 6 Million SF of New Retail Recruited in the Last 5 Years

Our proven Retail:360® Process has been instrumental in recruiting new retailers and developers to our client communities.

## RECENT RECRUITMENT SUCCESSES



PLUS HUNDREDS MORE THROUGHOUT THE COUNTRY







## What Makes Us Different?

### Experienced & Connected

We pioneered the retail recruitment industry more than 20 years ago and leverage more than two decades of experience and relationships to help drive retail growth in your community.

### Our Team is Your Team

We take a partnership approach and become an extension of your team. Our clients are invited to participate in the recruitment process, allowing you to learn and expand your network.

### Full Transparency

We track recruitment activity and prospect feedback in your custom retail recruitment dashboard and host monthly calls with your team to keep you updated on progress.

### We are Consultants. Not Brokers.

We pride ourselves on being consultants, not brokers.

***We only do what is in the best interest of our client communities and their future growth. We don't take shortcuts or go with the path of least resistance to fill retail spaces.***

RECOGNIZED AS LEADING INDUSTRY EXPERTS AND FEATURED PRESENTERS FOR:





## OUR TEAM

# Your Project Team

### LEADERSHIP & PROJECT STRATEGY



**Kelly Cofer**  
Founder & CEO



**Aaron Farmer**  
President

PROJECT LEAD

With more than 50 combined years of retail development experience, Kelly and Aaron play an integral role in every project for The Retail Coach. This includes in-depth market analyses, recruitment strategies, and development plans for our clients.

### RETAILER RECRUITMENT



**Cary Everitt**  
Recruitment Specialist



**Caroline Harrellson**  
Recruitment Specialist

Cary and Caroline manage our relationships with national and regional retailers, brokers, site selectors, and developers. They execute our recruitment process, including the site submission process and capturing retailer feedback.

### DATA & MARKET RESEARCH



**Matthew Lautensack**  
Director of Research & Development

Matthew uses cutting-edge, GPS-based market data to pinpoint true opportunity in retail markets. He provides the latest retail trade area data and prepares our clients' market reports, data sets, and assists with GIS mapping.

### ADMINISTRATIVE SUPPORT



**Nancy Dees**  
Director of Finance



**Rylee Lefever**  
Marketing Manager

Nancy and Rylee support all projects by managing client invoicing and contract needs as well as marketing, promotional, and graphic design support.



## BIOS - KEY PROJECT PERSONNEL



### **Aaron Farmer | President**

Aaron manages all of The Retail Coach's projects in [State] and will be the primary point of contact for this project

Aaron Farmer brings to The Retail Coach knowledge of the most current research on retail and marketing trends. Prior to joining The Retail Coach, Mr. Farmer was employed in marketing research and retail development where he worked on projects for some of America's leading retailers and restaurants including FedEx, Kinkos, Sally Beauty Supply, Adidas, Concentra and the National American Association of Subway Franchises.

His expertise touches each step of a project from the initial trade area determination to the actual recruitment of retailers. Mr. Farmer holds a degree in Marketing from The Mays Business School at Texas A&M University and an MBA from Texas A&M University – Commerce.



### **Kelly Cofer | Founder & CEO**

C. Kelly Cofer leads The Retail Coach with more than 30 years of experience in all aspects of retail real estate and economic development

Kelly's professional background encompasses market research and site selection, advisory and leasing services, and property brokerage and development for leading national retailers and restaurants in more than 150 cities throughout the United States

He has earned the prestigious Certified Commercial Investment Member (CCIM) designation from the Chicago-based Commercial Investment Real Estate Institute and attended the Economic Development Institute at the University of Oklahoma. Kelly holds a Bachelor of Science degree from Texas A&M University in College Station.



### **Cary Everitt | Retail Recruitment Specialist**

Cary manages The Retail Coach's relationships with retailers, site selectors, and key decision makers for retailers, restaurants, hotels, and developers.

He works with your Project Director to ensure that we are presenting the best information possible when recruiting for client communities and follows up with prospects to make sure that your community is staying at the top of mind as brands look for new markets.

Mr. Everitt works throughout projects to provide monthly updates on recruitment activity and communicates feedback received throughout the process

# Scope of Work & Deliverables

## 1: Retail Market Analysis

- Competing Communities Analysis
- Custom Retail Trade Area Map
- Retail Trade Area Demographic Profile
- Retail Trade Area Psychographic Profile
- City Demographic Profile
- Discussions with Key Community and Business Stakeholders

## 2: Determining Retail Opportunities

- Retail Demand Analysis
- Retail Void Analyses for Key Vacancies and Available Retail Sites

## 3: Site Marketing

- Retail Site Profiles for Available Retail Sites

## 4: Identifying Retailers & Developers for Recruitment

- Target List of Retailers and Restaurants with Contact Information
- Target List of Developers with Contact Information

## 5: Marketing & Branding

- Retail Market Profile
- Customized Retailer Feasibility Packages
- Developer Opportunity Package
- Online Retail Dashboard (Retail.360® Website)
- Interactive Site Mapping

## 6: Recruitment of Retailers & Developers

- Retail Recruitment Plan
- Retailer & Developer Recruitment Status Dashboard
- Monthly Recruitment Updates from Retail Coach Project Team

## 7: Ongoing Recruitment & Coaching

- Ongoing Coaching and Support from The Retail Coach Team
- Representation of the City at Regional and National Retail Industry Events



OUR APPROACH: RETAIL:360®

# Retail Recruitment is a Process, Not an Event.

Through our proprietary Retail:360® Process, we offer a dynamic system of products and services that enable communities to expand their retail base and generate additional sales tax revenue.



## Market-Based Solutions

We understand that every client community has its own unique set of development needs.

**That's why we work with our clients to determine those needs and offer custom, tailored, data-driven solutions.**

## On-The-Ground Analysis

Just as each client has their own set of needs, we know that each client has a unique position in the marketplace as it competes to recruit new retailers.

**We spend time in your community with leaders and stakeholders, which enables us to determine your market position and identify retailers that fit your community.**

## Action Plan for Growth

We analyze, recommend, and execute aggressive strategies for pursuing the ideal retailers, as well as coaching our clients through the recruitment and development process.

**This partnership typically produces best results when, together, we derive short-term and long-term strategies based on market data and opportunities.**

Our Retail:360® Process identifies strengths, weaknesses, opportunities, and threats to your community's ability to attract retail and highlights your community's advantage over competing cities. Through our multi-phase approach to recruiting new retailers, we are able to help communities build a long-term retail economic development plan.



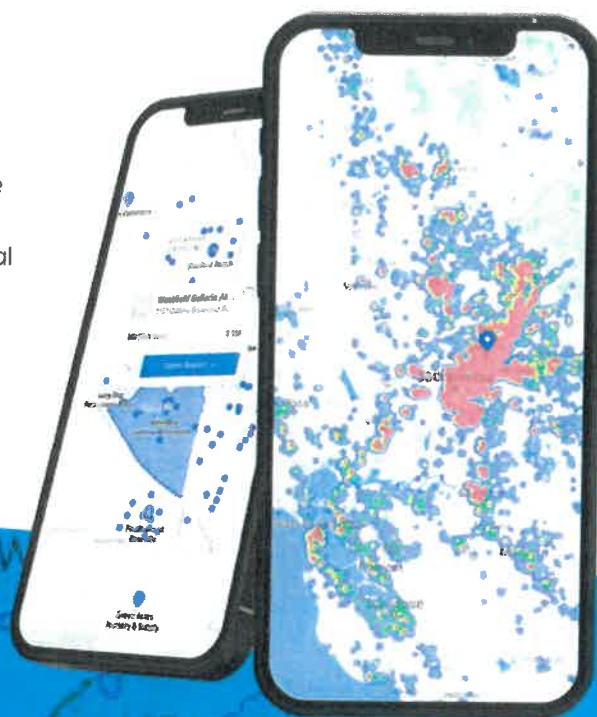
RETAIL:360®: MARKET ANALYSIS

# Understanding the Gatesville Market Through High Impact Mobile Data Analysis

We will perform extensive market research and analysis to evaluate the area and the **Gatesville retail market**.

Understanding your true customer base is critical to quantifying the demand for new retail and restaurant development.

We use real data collected from actual customers in your community to analyze trade area boundaries, competitive markets, and leakage. This high confidence data allows our team to **tell your community's story** and show potential investors why they need to be in your market.



If you aren't currently leveraging consumer mobile data, you are drastically underselling your retail market and opportunity.

Kelly Cofer

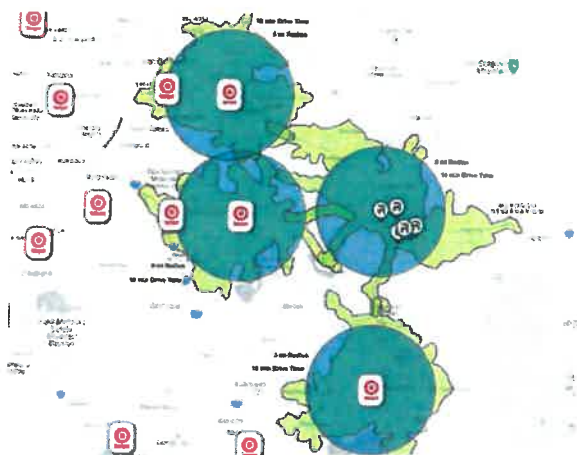
Regional Sales & Marketing Manager





RETAIL:360®: DELIVERABLES

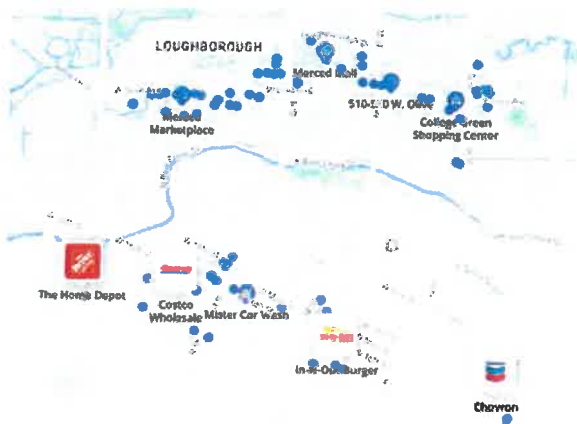
# Retail Market Analysis



## Competing Community Analysis

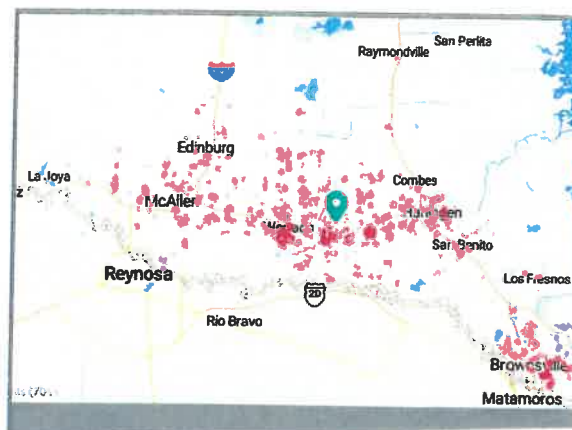
A community must have a clear understanding of the competitive nature of retail recruitment.

**We will look at competing communities to identify a competitive advantage via economic and market forces that have a direct impact on retail recruitment and development in Gatesville.**



## Identification of Ancillary Issues Impacting Retail

**We will work with the City to identify other root-cause issues of the local economy, and include recommendations for the City to improve opportunities.**



## Custom Retail Trade Area Analysis

The Retail Trade Area is the geographical area from which the community's retailers derive a majority of their business. It is the foundational piece of the retail plan and its accuracy is critical.

We utilize retail trade area data when communicating with retailers and developers to ensure that the community fully leverages the amount of shoppers coming into the community.

**We will hand draw Retail Trade Areas for Gatesville based on cell phone/GPS data from shoppers as well as on-the-ground analysis from The Retail Coach Team.**

## Mobile Data for Location Decisions:

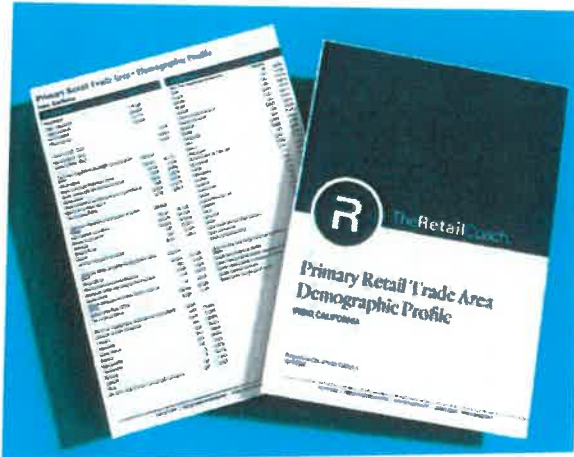
We will utilize mobile location technology that analyzes retail location and behavioral data collected from mobile devices to determine consumer visits to Gatesville.

*This high-confidence data is used to verify Retail Trade Areas and validate retail site selection decisions.*



RETAIL:360®: DELIVERABLES

# Retail Market Analysis

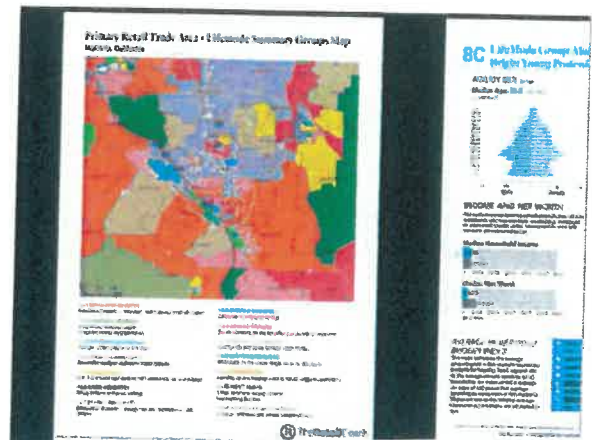


## Demographic Profiling

A community must be able to instantaneously provide information and data sets sought by retailers during the site selection and site evaluation process. The data must be accurate, current, and readily available.

Our demographic profiles include population and projected population growth, ethnicities, average and median household incomes, median age, households and household growth, and educational attainment.

**We will create comprehensive 2020 Census, 2023, and 2028 Demographic Profiles for the Retail Trade Area and Gatesville**



## Psychographic Profiling

As retail site selection has evolved from an art to a science, psychographic lifestyle segmentation has become an essential element of retailers' preferred location criteria. Understanding a consumer's propensity to purchase certain retail goods and services—as well as specific retail brands—is valuable to national, regional, and independent retailers. Knowing the retail sectors and products that consumers demand removes a great deal of risk for an independent business.

**Based on the market segmentation system developed by ESRI, we will develop a Tapestry Segmentation Profile of the households in the Retail Trade Area.**

This is done by using the most advanced socioeconomic and demographic data to measure consumer attitudes, values, lifestyles, and purchasing behaviors to understand the sectors and brands of retailers that may be of interest.





# Retail Market Analysis



## Stakeholder Discussions

Buy-in from key community leaders and stakeholders is crucial to the retail plan. Our belief is that, "if they are not in on it and up on it - they will be down on it." One of our first meetings will be with independent businesses who may see our work as threatening. Our goal is not only to obtain buy-in, but to assist in finding prospects for available spaces and help fill vacancies.

**We will work to obtain plan buy-in from public and private stakeholders through a series of group and individual meetings. Stakeholders may include City Staff and representatives, community leaders, real estate brokers, retail developers, property owners, and owners of independent businesses.**



RETAIL:360®: DELIVERABLES

# Determining Retail Opportunities



## Retail Demand Analysis

A community is able to quantify its retail demand through a Retail Demand Analysis, which provides a summary of the primary projected retail demand growth – or opportunities – for 68 retail sectors. The analysis is ultimately used to identify recruitment targets for the community.

The Retail Demand Analysis will:

- Identify retail demand growth opportunities for more than 68 retail sectors
- Distinguish retail sectors with the highest prospect for success and qualify their potential

**We will determine the level of retail demand for the designated Retail Trade Area and use projected demand to help identify opportunity areas and prioritize market segments for recruitment.**



RETAIL:360®: DELIVERABLES

# Site Marketing



## Retail Site Profile

A critical step in attracting retail is providing accurate and current information on each identified vacancy and site.

**We will create a Retail Site Profile for each identified vacancy and site with current site-specific information, including:**

- Location
- Aerial Photography
- Site Plan
- Demographic Profile
- Property Size & Dimensions
- Traffic Counts
- Appropriate Contact Information

[illegible]

The Retail Coach will target national and regional retail brands that are a good “fit” for the community. This means that the Retail Trade Area population, disposable incomes, consumer spending habits, and education levels meet the retailers’ ideal location criteria.

This list will include retailers from our analysis as well as new retail/restaurant concepts or regional retailers and restaurants that may be a good fit for the community.



Much of our recruitment success comes from establishing a network of regional and national retail developers over the past 23 years. Developer networking and recruitment have become key components in a community's retail recruitment and development/redevelopment success.

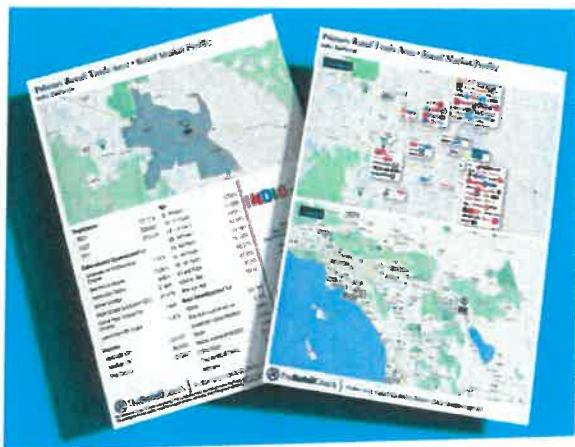
If a higher-tier retailer were to express interest in a community, and there was not sufficient ready-to-lease properties matching their needs and brand requirements, a developer must be identified to build the interested retailer a suitable property.

We will use our network to identify retail real estate developers active in **Gatesville** and the region for recruitment. We will also work with **CityStaff** to contact and build relationships with developers active in the region.



RETAIL:360®: DELIVERABLES

# Marketing & Branding



## Retail Market Profile

To attract targeted retailers, the most critical step is to provide accurate and current community data and site-specific information on available vacancies and sites. It is important that this marketing information positively reflects the community's attributes and brand to corporate site selectors, real estate brokers, and developers, because it is essential in making initial decisions about locating in the community.

**We will develop a Retail Market Profile tailored to the specific needs of targeted retailers' essential site selection and location criteria for Gatesville**

**The profile serves as a community introduction, and includes:**

- Retail Trade Area Map
- Location Map
- Traffic Count Map
- Demographic Profile Summary
- Appropriate Logo and Contact Information



## Retailer-Specific Feasibility Packages

Unlike the more general Retail Market Profile, a Retailer Feasibility Package is developed to send specifically to the real estate department or broker for individual retailers

**We will create retailer-specific feasibility packages to address essential location criteria. These feasibility packages will include:**

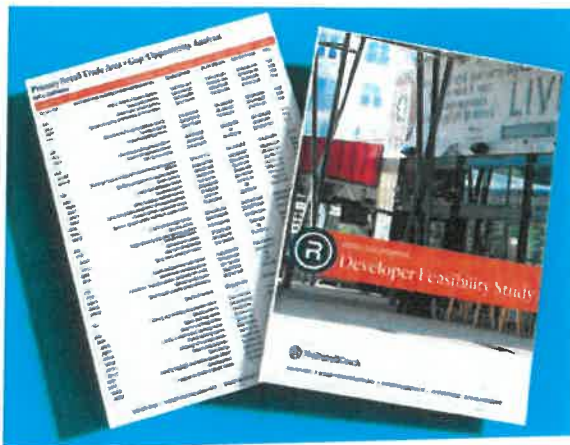
- Community Overview & Demographic Profile
- Retail Site Profiles
- Location Map
- Retail Trade Area Map
- Existing Retailer Map
- Retail Location Map
- Retail Trade Area Demographic & Psychographic Profiles
- Retail Trade Area Demand Analysis Summary
- Area Traffic Generators
- Appropriate Logo and Contact Information





RETAIL:360®: DELIVERABLES

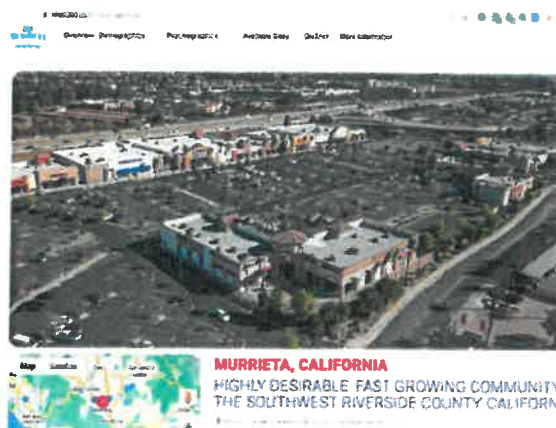
# Marketing & Branding



## Developer Opportunity Package

Our team creates a Developer Opportunity Package to send specifically to retail developers active in the community and/or region to spark their interest in retail opportunities.

**We will create a Developer Opportunity Package to highlight opportunities in Gatesville.**



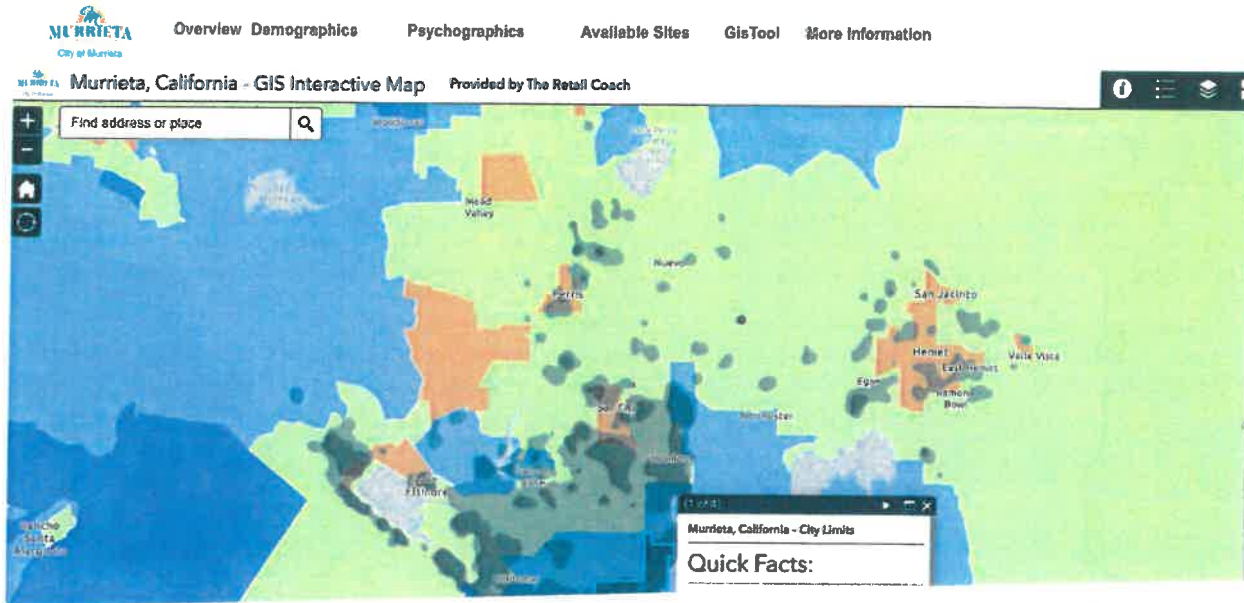
## Online Retail Dashboard

Being able to quickly and easily access and share retail opportunity information greatly increases a community's opportunity for success. To assist with this, we develop a custom online retail dashboard that can be accessed online anytime through a branded Retail:360® link.

**We will create a Retail:360® Retail Dashboard for Gatesville which will be available for visual presentation and easy downloading of all data sets and marketing information. With a few clicks, retailers, brokers and developers can learn about your community's retail potential like never before.**



# Marketing & Branding



## Interactive Site Mapping

Retail site selectors do much of their research while in hotel rooms and in airports, so a visual GIS platform that streamlines data and sites into one interactive and centralized location is a powerful tool.

We will develop a concise, easy-to-access, interactive site mapping platform for **Gatesville** along with the preloaded prime vacancies and development/redevelopment sites that we will be marketing. Data can be presented by demographic, socioeconomic, psychographic, and retail spending layers that are detailed down to the block level, to meet the needs of each individual user – whether they be a retailer, developer, or even a local entrepreneur.





# Recruiting Retailers & Developers

## Recruitment of Retailers

The Retail Coach is the first national retail recruitment firm to introduce retailer and developer recruitment specifically for communities. Twenty years and 650 projects later, the recruitment of retailers remains one of the primary metrics of success. Today, our experience has proven that a community must move beyond just gathering data sets, and proactively recruit retail.

**We will actively recruit retailers on Gatesville's behalf. Our retailer recruitment process includes:**

1. Introductory emails and retail market profile are sent to each targeted retailer
2. Personal phone calls are placed to measure interest level
3. Personal emails and retailer feasibility packages are sent to each targeted retailer
4. Personal emails and retail site profiles for prime vacancies are sent to the appropriate targeted retailers
5. Personal emails are sent to inform targeted retailers of significant market changes
6. Personal emails are sent to decision makers once per quarter to continue seeking responses regarding their interest level in the community
7. A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities

## Recruitment of Developers

Much of our recruitment success comes from having established a network of national retail developers over the past 18 years. Oftentimes, a retailer may have interest in a community, only to find that suitable "for lease" properties do not exist.

**We will actively recruit developers on Gatesville's behalf. Our developer recruitment process includes:**

1. Introductory emails and opportunity packages are sent to developers
2. Personal phone calls are placed to measure interest level
3. Personal emails are sent to inform developers of the status of interested retailers, and any significant market changes
4. A developer status report is provided with each developer's complete contact information and comments resulting from recruitment activities



# Recruiting Retailers & Developers



## Retail Conferences

We help communities connect with retailers and developers at retail conferences such as the annual ICSC Recon Conference and other regional events.

**We will assist in marketing Gatesville's vacancies and sites, to retailers, developers, and brokers at retail industry conferences.**



## Retail Recruitment Dashboard

As part of our recruitment process, we provide access to a real-time recruitment dashboard where City staff can see which retailers are being recruited, the latest touch points with each, and contacts we are actively communicating with along with their interest level in the community.

**Once recruitment has begun, we will set up a recurring monthly meeting with staff to review ongoing recruitment activity, feedback received from prospects, and any additional next steps or follow up items needed to advance recruitment with interested retailers.**



# Ongoing Retail Coaching



## Retail Coaching

We partner with communities on a long-term basis and are available when clients have questions, new ideas, or need access to GIS mapping and current data statistics. We are also available if clients need to brainstorm opportunities as the community grows and develops.

**We will provide ongoing coaching and support for retail recruitment activities for Gatesville.**



# Retail Recruitment & Development Strategy

**\$34,000**

Plus up to **\$1,000** in  
reimbursable expenses

Not to Exceed Price:

**\$35,000**

## Includes:

- Analyzing the Gatesville Retail Market
- Determining Retail Opportunities
- Site Marketing
- Identifying Retailers & Developers for Recruitment
- Marketing & Branding
- Actively Recruiting Retailers & Developers
- Ongoing Retail Recruitment & Coaching

## Work Fees:

The total fee for completion of this work is

**\$34,000** payable in (3)  
three installments:

**\$10,000** upon execution of contract;

**\$14,000** in 90 days.

**\$10,000** on 180 days

*Work fees are payable within 30 days of  
receiving invoice.*

## Reimbursable Project Expenses:

It is estimated that reimbursable expenses  
will not exceed **\$1,000**.

### Reimbursable expenses include:

1. All travel costs;
2. Cost of special renderings and maps, if any;
3. Cost of copies for reports and maps/drawings; and
4. Cost of shipping expenses, if any

*Project expenses are payable within 30  
days of receiving expense invoice*

## Optional Contract Extension:

If Gatesville elects to extend the agreement, the additional fee shall be

**\$30,000** for each additional 12 month period of data updates, recruitment,  
and coaching



## **Agenda Item #6**

### **CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Mike Halsema, Finance & HR Director

**Agenda Item:** Discussion and possible action regarding a proposal from Clear Gov to aid the city with budgeting, capital planning, reporting and transparency.

#### **Information:**

On May 23, 2023, the City Council received a presentation outlining preliminary budget goals for FY 2024. Among these goals is the acquisition of software to enhance staff efficiency in budgeting, capital planning, reporting, and transparency. Presently, the manual budgeting process requires a significant amount of staff time. To streamline operations and increase financial transparency, the staff recommends purchasing ClearGov software, a specialized solution designed to assist local governments in automating workflows, fostering staff collaboration, reducing errors, centralizing data, and improving transparency for residents. One notable feature of ClearGov is its ability to publish a digital budget book online and provide hard copies if necessary.

The city staff proposes to pursue this goal within the current fiscal year to allow sufficient time for familiarization with the budgeting module for next year's budget and to begin implementing the reporting and transparency modules. Additionally, the city holds membership in the Buyboard purchasing Cooperative, where ClearGov has an approved contract for consideration.

#### **Financial Impact:**

After negotiations, ClearGov has agreed to waive the one-time setup fee of \$13,500 and has offered a bundle discount, resulting in an annual subscription fee of \$17,000, leading to cost savings of \$20,600. Moreover, ClearGov has agreed to prorate the subscription fee for this fiscal year, amounting to \$5,481.67. The total annual cost, starting from October 1, 2023, will be \$29,890, with 3% annual increase thereafter.

Payment terms are as follows:

1. \$5,481.67 due upon contract execution, to be paid from the FY 23 budget.
2. \$32,890 annual subscription fee thereafter, subject to a 3% annual increase.

#### **Staff Recommendation:**

Based on the benefits and financial considerations outlined, the staff strongly recommends that the City Council approve ClearGov's proposal.

**Motion:**

I move to approve the proposal from ClearGov to assist the city with budgeting, capital planning, reporting, and transparency.

**Attachments:**

The proposal from ClearGov, and informational sheets.

**Staff Contacts:**

Mike Halsema, Finance & HR Director [mhalsema@gatesvilletx.com](mailto:mhalsema@gatesvilletx.com)





# Service Order

2 Mill & Main; Suite 630; Maynard, MA 01754

<b>Created by</b>	Dennis Maher
<b>Contact Phone</b>	817-205-9980
<b>Contact Email</b>	dmaher@cleargov.com

<b>Order Date</b>	Jul 13, 2023
<b>Order valid if signed by</b>	<b>Jul 31, 2023</b>

Customer Information					
<b>Customer</b>	City of Gatesville	<b>Contact</b>	Mike Halsema	<b>Billing Contact</b>	Mike Halsema
<b>Address</b>	803 E. Main St	<b>Title</b>	Finance Director / HR	<b>Title</b>	Finance Director / HR
<b>City, St, Zip</b>	Gatesville, Texas 76528	<b>Email</b>	mhalsema@gatesvilletx.com	<b>Email</b>	mhalsema@gatesvilletx.com
<b>Phone</b>	254-865-8951			<b>PO # (if any)</b>	

This Service Order will be contracted through...	
<b>Procurement Aggregator</b>	<b>ClearGov Contract</b>
Buyboard	Buyboard Proposal No. #692-23

The Services you will receive and the Fees for those Services are...		
Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 2	\$ 13,500.00
ClearGov Setup: BCM Bundle Discount - Discount for bundled BCM solutions for 30 days.	Tier 2	\$ (13,500.00)
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>		<b>\$ -</b>
Subscription Services	Tier	Service Fees
ClearGov BCM Operational Budgeting - Civic Edition	Tier 2	\$ 13,300.00
ClearGov BCM Personnel Budgeting - Civic Edition	Tier 2	\$ 12,100.00
ClearGov BCM Capital Budgeting - Civic Edition	Tier 2	\$ 9,800.00
ClearGov BCM Digital Budget Book - Civic Edition	Tier 2	\$ 8,100.00
ClearGov BCM Transparency - Civic Edition	Tier 2	\$ 7,300.00
ClearGov BCM Bundle Discount: Discount for bundled BCM solutions	Tier 2	\$ (17,710.00)
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>		<b>\$ 32,890.00</b>

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
<b>Setup</b>	Aug 1, 2023	Aug 1, 2023	ClearGov Setup Services
<b>Pro-Rata</b>	Aug 1, 2023	Sep 30, 2023	ClearGov Subscription Services
<b>Initial</b>	Oct 1, 2023	Sep 30, 2026	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Aug 1, 2023	\$ -	One Time Setup Fee
Aug 1, 2023	\$ 5,481.67	2 Month Pro-Rata Subscription Fee
Oct 1, 2023	\$ 32,890.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein		
<b>Billing Terms and Conditions</b>		

<b>Valid Until</b>	<b>Jul 31, 2023</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All invoices are due Net 30 days from the date of invoice.
<b>Initial Period Rate Increase</b>	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
<b>Rate Increase</b>	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

<b>General Terms &amp; Conditions</b>	
<b>Customer Satisfaction Guarantee</b>	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
<b>Statement of Work</b>	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Appropriations</b>	Customer shall have the option to terminate this ClearGov Service Order in advance of any annual renewal in the event that the applicable appropriating body does not appropriate funds for such upcoming renewal period.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
<b>Agreement</b>	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement. In event of any conflict between the terms set forth in this ClearGov Service Order and any terms or conditions set forth in the ClearGov BCM Service Agreement, the terms of this ClearGov Service Order shall prevail.

Customer	
Signature	
Name	
Title	

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

**Please e-mail signed Service Order to [Orders@ClearGov.com](mailto:Orders@ClearGov.com) or Fax to (774) 759-3045**

Customer Upgrades (ClearGov internal use only)			
This Service Order is a Customer Upgrade	No	If Yes: Original Service Order Date	



# Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

## ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
  - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
  - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
  - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
  - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

## Customer Responsibilities

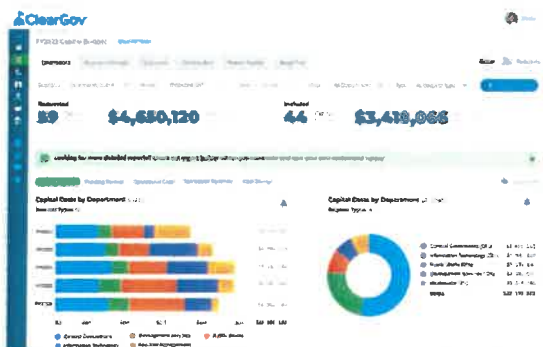
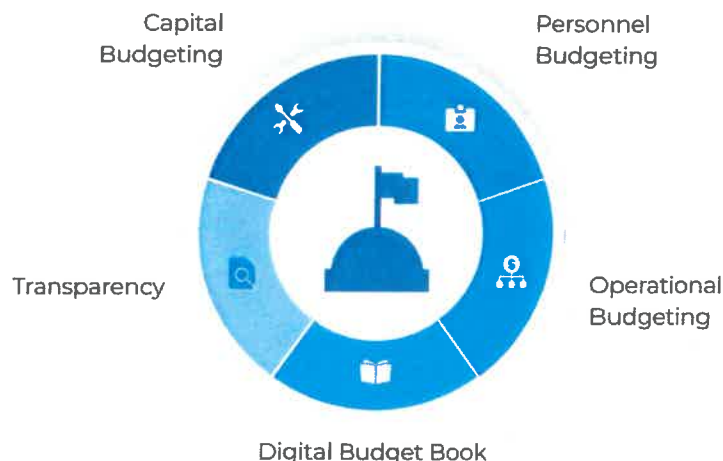
- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
  - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
  - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.

# Budget Cycle Management Suite

## PRODUCT BRIEF



Local governments have faced the same challenges and limitations for years as they navigate their budget cycles using spreadsheets. The reality is that spreadsheets do not adequately address the unique needs of building different types of budgets, communicating those budgets, and maintaining transparency year-round. ClearGov's cloud-native Budget Cycle Management suite provides efficiency at every step of the process so you can budget better. Our financial solutions are easy-to-use, complement existing ERP and accounting systems, and automatically deliver website-based results that your community and stakeholders will appreciate.



## Capital Budgeting

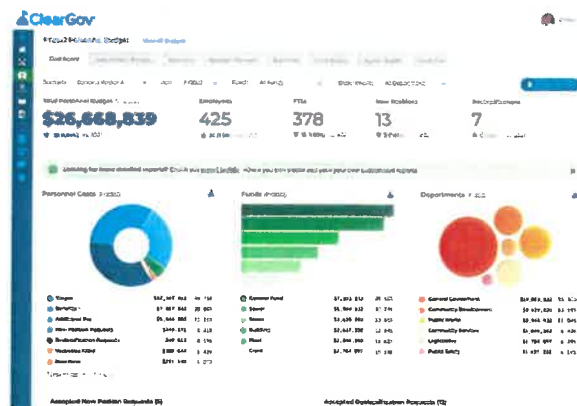
Automate the way you collect capital requests and prioritize projects to streamline your CIP process.

- ✓ Eliminate manual spreadsheet work with web-based request forms and scenario planning tools.
- ✓ Collaborate with contributors directly in the budget - the audit trail is automatic.
- ✓ Turn capital request data into detailed pages instantly with auto-generated graphs.

## Personnel Budgeting

Build your personnel budget with powerful cloud-native tools that ensure you've calculated every layer of cost.

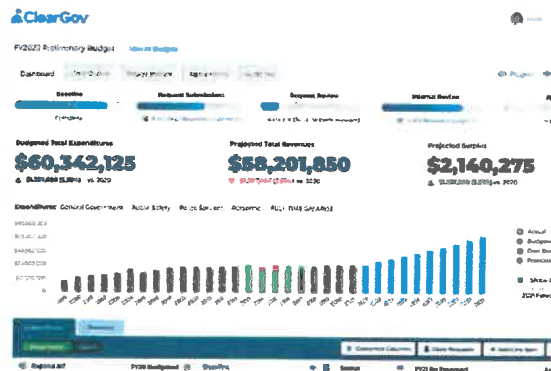
- ✓ Easily manage salaries, benefits, vacancies, and inform union negotiations.
- ✓ Plan future scenarios and analyze how each impacts your budget at multiple levels.
- ✓ Streamline position requests from department heads.



GET A DEMO

# Budget Cycle Management Suite

## PRODUCT BRIEF



## Operational Budgeting

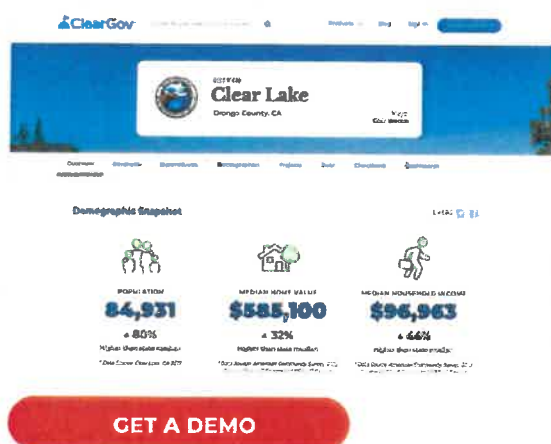
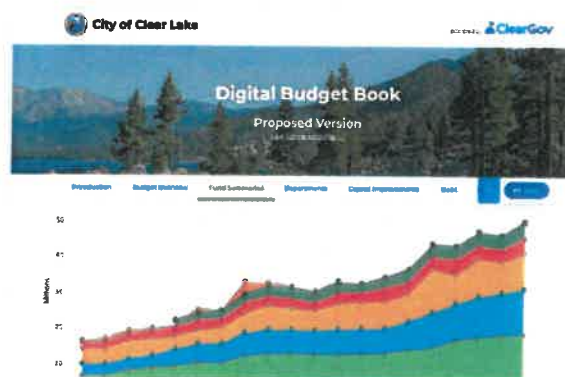
Eliminate spreadsheet errors and version control issues with cloud-native budgeting.

- ✓ Build your budget with ease as requests flow in from departments automatically for approval.
- ✓ Create AI-driven forecasts for long-term planning or use as a baseline for your budget.
- ✓ Collaborate with contributors as you edit line items - the audit trail is automatic.

## Digital Budget Book

The industry's first website-based solution that builds a budget book in a fraction of the time.

- ✓ Automate the creation of fund summary pages, charts, tables and more.
- ✓ Invite contributors to create new pages quickly with easy-to-use templates.
- ✓ Meet GFOA award criteria with built-in guidelines.
- ✓ Share online or print with just one click.



## Transparency

Tell your financial story in a way everyone can understand, and that's ADA-optimized by design.

- ✓ This turnkey, website-based solution is pre-populated with state-available data using dynamic infographics.
- ✓ Customize your profile with charts, department dashboards, project pages, and more.
- ✓ Add narrative to the numbers that help stakeholders understand your finances and performance.



"From start to finish, ClearGov Budget Cycle Management is a suite that's well thought out. They clearly did their homework and did a great job integrating all of the products. ClearGov software is worth more than what we're paying for it!"

Brandon Neish, Finance Director, Sweet Home, OR



## **Agenda Item #7**

### **CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Scott L. Albert, City Manager

**Agenda Item:** Presentation and update regarding preparations for the 2024 Eclipse.

**Information:**

As you know, on April 8, 2024, a total solar eclipse will occur, bringing thousands of people to Gatesville. To witness this incredible event, you must be within the 155-mile-wide path of totality, which Gatesville is directly in the center of. The eclipse will occur at 1:36 P.M. and continue for 4 minutes and 23 seconds in Gatesville.

Tonight, Cheri Shepherd, Gatesville Special Events Coordinator, will provide the city council with an update regarding the city's preparations for the eclipse on April 8, 2024.

**Financial Impact:**

N/A.

**Staff Recommendation:**

N/A.

**Motion:**

N/A.

**Attachments:**

Cheri Shepherd's report.

**Staff Contacts:**

Scott Albert, City Manager – [salbert@gatesvilletx.com](mailto:salbert@gatesvilletx.com)

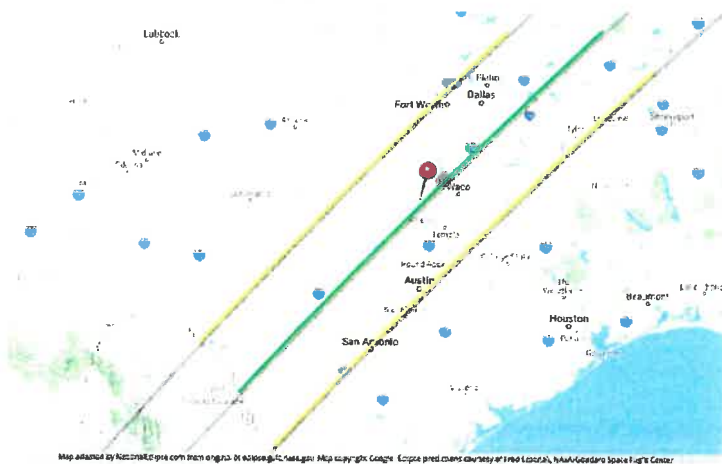




On April 8, 2024 a total eclipse of the sun will occur across North America. Totality will first occur in Mexico, then follow a path across Texas, continuing diagonally in a Northeasterly path to Maine and the maritime provinces of Canada.

The path of the eclipse is 124 miles wide, meaning that anyone within that span will be able to observe the eclipse, those who are in the centerline will experience a longer duration of totality. The farther away from the centerline, the shorter duration. Those outside of the lines will see a partial eclipse, which is in no way the same experience as being in totality. For eclipse chasers, Mexico is considered to be the prime location to view this eclipse, but many people will be hesitant to travel into Mexico and will look at Texas as the next choice.

In Gatesville, the duration will be 4 minutes, 23.9 seconds. Deep Southwest Texas, Kerrville, Fredericksburg, and Lampasas will experience about the same duration. In comparison, here are some other Texas cities:



Gatesville	4.23.9
Waco	4.11.9
Temple	3.44.6
Downtown Ft Worth	2.26.6
Round Rock	2.50.4
Downtown Austin	1.43.3
Far North San Antonio	0.47.5
Bryan College Station	Outside of path
Houston	Outside of path

In anticipation of a significant number of visitors and traffic passing through on Hwy 36 and US 84, I joined our City of Gatesville staff

in forming an Eclipse Steering Committee. I'll be working on a part-time, temporary basis through mid-April.

I've been preparing for this since 2017 by talking to cities who were in the path then, doing online research and participating in eclipse planning workshops with NASA and the American Astronomical Society. In addition to working with our public safety people, I'll be reaching out to our businesses, organizations and residents to help them understand the challenges and opportunities this event brings. I'll also be promoting Gatesville and our local events.

We already have a lot happening in our planning process. I look forward to sharing some key updates with you.

Cheri Shepherd, Special Events Coordinator  
(254) 326-8248

*Our objective is to provide a safe, enjoyable experience for residents and visitors while providing a positive economic benefit to the City and local businesses.*



## **Agenda Item #8**

### **CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Scott L. Albert, City Manager

**Agenda Item:** Discussion and possible action regarding the city's Recycling Agreement with Sunbright Paper Recycling.

#### **Information:**

On July 7, 2020, the city entered into a recycling agreement with Sunbright Paper Recycling to provide recycling services for Gatesville residents at the Public Works Service Center. The contract was initially set for a term of thirty-six (36) months and is scheduled to terminate at the end of July. Since the inception of the recycling program in 2019, the service has cost the city \$26,234.00.

Due to the contract with Sunbright terminating at the end of July, the city council now needs to decide whether to continue offering the Sunbright recycling service at the Public Works Service Center. Since many county residents utilize the recycling compactor at the public works service center, staff did notify the County about the possibility of the city ceasing operations of the Sunbright recycling service.

According to staff, despite Waste Management implementing a curbside recycling service in February, we have not observed a decrease in recyclables being deposited in the Public Works Service Center recycling compactor.

If the city chooses to maintain the recycling service at the Public Works Service Center, the approximate annual cost will be \$11,000.

#### **Financial Impact:**

Approximately \$11,000.00 annually if we continue the service.

#### **Staff Recommendation:**

The staff recommends discontinuing the Sunbright recycling service at the Public Works Service Center since we have implemented a curbside recycling service through Waste Management.

#### **Motion:**

I move to discontinue the recycling services with Sunbright at the Public Works Service Center.

#### **Attachments:**

The Sunbright Paper Recycling agreement.



Sunbright  
Paper  
Recycling

## RECYCLING AGREEMENT

ACCOUNT NO.:

☒ NEW ACCOUNT

☐ NEW SERVICE LOCATION

LOCATION CODE:

☐ REINSTATE CUSTOMER

☐ CHANGE SERVICE LEVEL

☐ OTHER CHANGE

### BILLING INFORMATION

CUSTOMER NAME: CITY OF LANESVILLE

STREET NUMBER: 110 NORTH 8th

STREET NAME:

CITY: Colesville

STATE: TX

ZIP: 76528

PHONE: 254, 865-8951

CONTACT:

### SERVICE LOCATION INFORMATION

CUSTOMER NAME: CITY OF LANESVILLE

STREET NUMBER: 110 North 8th

STREET NAME:

CITY: Colesville

STATE: TX

ZIP: 76528

PHONE: 254, 865-8951

CONTACT:

TYPE / PRICE OF PAPER:

Residential Drop off Recycling  
Cardboard PET bottles HD color and natural bottles  
aluminum cans tin

Market Pricing fluctuates monthly Current Pricing = 20.00 per ton

TYPE / PRICE OF EQUIPMENT AND / OR TRANSPORTATION PROVIDED:

3 yard Stationary Compactor  
40 yard receiver

300.00 per month plus tax  
roll off haul rate 1600 per haul

OTHER / SPECIAL INSTRUCTIONS: 36 month term

THIS AGREEMENT IS A LEGALLY BINDING CONTRACT ON THE PART OF BOTH SUNBRIGHT PAPER RECYCLING AND CUSTOMER AND THEIR RESPECTIVE HEIRS, SUCCESSORS AND ASSIGNS IN ACCORDANCE WITH THE TERMS AND CONDITIONS ON THE REVERSE SIDE.

SUNBRIGHT PAPER RECYCLING  
701A Texas Central Pkwy • Waco, Texas 76712  
(254) 774-1097

(NAME OF OPERATING CO.)

BY / TITLE

CUSTOMER NAME: CITY OF LANESVILLE

BY (SIGNATURE):

PRINT NAME  
AND TITLE:

WILLIAM H. PARKER CITY MANAGER

DATE:

07, 30, 2020



PRINTED ON RECYCLED PAPER



## **Agenda Item #9**

### **CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Scott L. Albert, City Manager

**Agenda Item:** Budget Workshop regarding the proposed budget for FY 2023-2024.

#### **Information:**

This evening, Mike and I will present an overview of the proposed budget for FY 2023-2024. Attached for your review is the budget assumption data that was presented to you at the last meeting. On Tuesday evening, we will have a preliminary budget book available. However, the majority of the presentation will be given to you through a PowerPoint Presentation.

In August, you will receive the final budget document along with my budget message.

#### **Financial Impact:**

N/A.

#### **Staff Recommendation:**

N/A.

#### **Motion:**

N/A.

#### **Attachments:**

Budget assumption data from July 11, 2023.

#### **Staff Contacts:**

Scott Albert, City Manager – [salbert@gatesvilletx.com](mailto:salbert@gatesvilletx.com)

**FY 24 Budget Assumptions Presented  
To City Council on July 11, 2023**

**Proposed Budget:**

<b>FY 2023</b>	<b>FY 2024</b>	<b>Difference</b>	<b>% Increase</b>
\$16,412,014	\$21,934,977	\$5,522,964	25%

**How will we pay for the 25% Increase in the Budget for FY 24:**

<b>Revenue Source</b>	<b>Additional Revenues for FY 24</b>
Grants/ARP Funds	\$3,679,967
Sales Tax	309,568
Property Tax	261,373
Inter Fund Transfers	170,522
Water Sales	335,947
Sewer Charges	319,414
Sanitation	342,281
Municipal Franchise Fees (6% change in rates)	31,366
<b>Total</b>	<b>\$5,450,438</b>



**Grants:**

Project	Source of Funding	Amount
Lovers Lane	ARP	1,727,627
Water Plant Lagoons	CDBG	500,000
Drainage Master Plan	TWDB	225,000
Water Plant Clarifier #1	ARP	877,340
Water Plant Clarifier #2	CDBG	350,000
		<b>\$3,679,967</b>

**Sales Tax:**

Sales tax revenues budgeted for FY 24 were increased by 12% compared to last year, amounting to \$2.9 million, in contrast to the previous year's \$2.6 million. This adjustment was made since current year collections have exceeded the estimated budget numbers by 13.8%.

Actual FY 21	Actual FY 22	Budget FY 23	Proposed FY 24
\$2,559,676	\$2,630,671	\$2,600,000	\$2,909,568

FY 23 \$2,600,000 – FY \$2,909,568 = **\$309,568 a 12% increase over last year**

**Budget vs. Actual Collection for FY 23 Sales Tax**

Month	Budget	Actual
October	198,826	232,239 14% increase
November	218,261	243,899 11% increase
December	200,586	232,816 14% increase
January	212,817	231,332 8% increase
February	253,789	299,965 15% increase
March	185,390	224,858 18% increase
April	189,331	232,494 19% increase
May	247,993	264,751 6% increase
June	217,134	227,409 5% increase

**14%+11%+14%+8%+15%+18%+19%+6%+5% = 110/9 mos = 12.2% avg monthly increase**

**Property Tax:**

The certified 2023 appraisal roll for the City of Gatesville is \$532,448,691, reflecting a 13% increase compared to the previous year. The new taxable value from property and improvements added to the city's tax roll is \$7,945,140.

The table below reflects the additional revenue the city will receive in FY 2024 from property taxes.

Description	Budget FY 23	Budget FY 24	Increase
General Fund O&M	2,548,760	2,686,939	138,179
Debt/I&S Payment from property tax	166,750	267,938	101,188
Debt Payment Fund Balance	0	22,006	22,006
<b>Total</b>			<b>\$261,373</b>

**Interfund Transfers:**

Interfund transfers involve the movement of revenues from the water and sewer funds to the general fund. These transfers are made with the purpose of covering 50% of the operating expenses related to administration, fleet services, as well as the salaries of the Civic Center Manager and Eclipse Coordinator.

	FY 23	FY 24	Diff
Fleet	106,937	114,477	7,540
Admin	482,174	634,877	152,703
HOT Funds			10,279
(Cheri & Morgan)			<b>170,522</b>

**Water Sales & Sewer Charges:**

The increase in water sales and sewer charges is a direct result of the rate increase recommended by Next Gen in their utility rate study. The proposed utility rate adjustments for water and sewer range from 0.88%-0.91% which is less than one percent. The revenues are determined based on normal consumption patterns established by historical trends and calculated by the rate consultants.

Source	FY 23	FY 24	Increase
Water	3,657,574	3,993,521	335,947

Source	FY 23	FY 24	Increase
Sewer	3,356,330	3,675,744	319,414

**Sanitation:**

The increase in sanitation revenue can be attributed to the new contract with waste management, which resulted in an adjustment of the monthly rates from \$13.23 to \$22.01. City of Gatesville has 2,462 residential customers and Fort Gates water bills 548 for a total 3,010 residential customers. Took the average bill multiply by 12.

**Municipal Franchise Fees:**

The city imposes a 6% franchise fee on the water and sewer department for utilizing city rights-of-way, easements, and PILOT. With the rise in utility revenues for FY 24, the franchise fee allocated to the general fund also increased.

**Water rate rev + sewer rate rev + wholesale customers except for Fort Hood rate rev x 6%**

Fiscal Year	Rate Revenue	Franchise Fee 6%	Increase from previous year in franchise fee
FY 2024	7,370,049	442,202	31,367
FY 2023	6,847,275	410,835	

**Revenue Comparison:**

<b>Description</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>Difference</b>
Property Tax	\$2,755,580	\$3,016,953	\$261,373
Sales Tax	2,600,000	2,909,568	309,568
Franchise Fee	765,837	797,203	31,366
Fines & Fees	150,000	150,000	-
Other Taxes	16,700	16,700	-
Licenses & Permits	36,600	36,600	-
Rental Income	33,500	33,500	-
Cemetery	12,000	-	(12,000)
Parks & Recreation	345,000	345,000	-
Misc. Revenues	88,500	88,500	-
Intergovernmental	-	-	-
Inter Fund Transfers	621,163	791,685	170,522
Water	4,977,655	9,067,069	4,089,414
Sewer	3,356,330	3,675,744	319,414
Sanitation	454,649	796,930	342,281
Airport	54,500	54,500	-
Hotel Occupancy Tax	130,600	150,600	20,000
Municipal Court Security	13,400	13,400	-
<b>TOTAL</b>	<b>16,412,014</b>	<b>21,934,977</b>	<b>5,522,964</b>

### Expenditures Comparison:

Description	FY 2023	FY 2024	Difference
General Fund	\$7,230,866	\$7,947,128	\$716,261
Water & Sewer Fund	8,754,850	13,628,850	4,874,000
Airport Fund	38,950	40,150	1,200
Hotel Occupancy Tax	107,147	133,528	26,382
Debt Service	165,366	289,944	124,579
Cemetery	2,000	2,000	-
Municipal Court Security	4,500	4,500	-
<b>TOTAL:</b>	<b>16,303, 679</b>	<b>22,046,101</b>	<b>5,742,422</b>

#### General Fund:

Salaries & benefits - The proposed FY24 budget includes a 3% COLA for staff, with Police at a higher level. Salaries increased by \$198,609, which consists of salary adjustments, the transfer of one FTE from Water Production to the Administration budget, and adjustments to overtime. TMRS rates increased from 14.99% to 15.73%, resulting in a \$69,027 increase from last year. Health insurance is still under review. However, a 6% increase in City contributions is included in the budget at an increased cost of \$126,908. Increases in operating budgets are as follows:

Administration: \$100,000 increase for legal expenses, \$70,964 net increase for Contractual Services (including Laserfische, Debtbook, janitorial services, budget & reporting software, economic development consulting, and classification & compensation study)

Retail Coach – competing communities’ analysis, customer retail trade area map, retail demand analysis, site profiles for available retail sites, a target list of retailers/restaurants/developers for the city, retail recruitment plan, representation of the city at regional & national retail industry events.

Fire: The Fire budget is proposed to increase by \$81,796. \$12,000 for Fire Chief pay. \$6,300 for fire hose replacements. \$12,300 for fire school training. \$45,000 for Engine 3 repairs.

Street Department: \$13,000 for CDL training. \$8,000 for rental of equipment. \$40,500 for financed purchase payments for a pothole machine (vendor quote \$290,000).

Park and Rec, Fitness Center, and Pool: The Parks & Rec department budget includes: \$4,650 for a lightning detection system, an additional truck lease through Enterprise \$8,712, the replacement of a zero-turn mower \$11,000, and various improvements to ballfields, and Raby



Park. The Fitness Center budget includes: \$34,000 increases for janitorial and group exercise instructors. \$20,450 to address maintenance items in the fitness center. The Swimming pool budget includes \$5,400 for lifeguard chairs, picnic tables, and increased inventory for pool concessions.

**Water and Sewer Fund:** The Water and Sewer includes a 3% COLA for employees and an additional two (2) FTEs in the Water Production department to provide 24/7 operator coverage. It also reflects the transfer of aa (1) FTE from Water Production to General Fund Administration. Salaries increased by \$56,324 (net) from the prior year. TMRS rates increased the same for Water & Sewer, resulting in a net increase of \$23,744. City contributions for health insurance are budgeted the same as the General Fund at 6%, a net increase of \$23,262.

Most of the increase in the Water and Sewer fund is due to Capital Improvement Projects (CIP) fully budgeted in FY24. The prior year had \$1,054,119 budgeted for CIP for the entire fund. The Water Production budget this year includes \$2,283,271 in capital projects. The budget does not include funding for the Stillhouse WWTP expansion. The budget does reflect an additional \$370,00 in sanitation costs related to the new rates implemented due to the new trash automated service.

**Airport Fund:** The Airport fund includes \$1,200 in additional funding for janitorial services.

**Hotel Occupancy Fund:** The Hotel Occupancy Tax (HOT) Fund includes additional funds for an Eclipse Coordinator and janitorial services for the Civic Center. The net increase is \$26,382.

**Debt Service Fund:** The Debt Service fund reflects the additional debt service for the purchase of 803 & 805 E. Main (City Hall), \$124,579.

**Cemetery and Municipal Court Security and Technology funds:** These budgets remain flat to the prior year.

#### **Proposed Revenues vs. Expenditures for FY 24 as of July 11, 2023:**

<b>Revenue</b>	<b>Expenses</b>	<b>Difference</b>
\$21,934,977	\$22,046,101	<b>-\$111,123</b>

### Capital Projects for 2024:

<b>Project Description</b>	<b>FY 24</b>	<b>Funding Source</b>
Patch Repair Machine	295,000	Financing General Fund
Potable Lift & Press	22,500	General Capital Improvement
Ballfield Lighting	750,000	Financing HOT Fund
Faunt Leroy Park – FEMA Grant	1,360,727	Grant 75% & General Capital Improvement Fund 25%
Swimming Pool Leak Repair	20,000	General Capital Improvement Fund
Zero Turn Mower Parks	11,000	General Fund Operating Cash
Fitness Center Weight Equipment	21,799	General Capital Improvement Fund
Police Vehicle Replacement Program	295,306	General Capital Improvement Fund
Fire Engine Replacement	800,000	Grant \$750,000 & \$50,000 General Capital Improvement Fund
Fire Station Driveway Replacement	18,000	General Fund Operating Cash
Future Police Station Facility	50,000	General Capital Improvement Fund
Mills Street Phase 2	777,305	Current Utility Revenues
Lovers Lane Project	1,727,627	ARP Tranche 1 & 2
Stillhouse WWTP Rehab	16,648,000	TWDB \$10.0 million remaining funding TBD
Woodcreek Lift Station Rehab	35,734	Current Utility Revenues
Water Plant Filter Media Replacement	240,000	Current Utility Revenues
Water Production Lagoons	575,000	Grant (\$500k) & Current Utility Revenues
Drainage Master Plan Phase I	250,000	Grant (\$225) & Current Utility Revenues
Lakewood Lift Station Rehab	35,302	Current Utility Revenues
Replace Chlorine Dioxide Line	120,000	Current Utility Revenues
Replace Backwash Valve and Meter	18,000	Current Utility Revenues
Clarifier #1	877,340	ARP Tranche 2
Clarifier #2	452,931	Grant (\$350k) & Current Utility Revenues
Fort Gates Lift Station Ozone Replacement	22,500	Current Utility Revenues
Manhole Rehab	50,000	Current Utility Revenues
<b>Total:</b>	<b>21,829,739</b>	

### Personnel

Description	FY 23	FY 24
Full Time	86	88
Part Time	14	14
<b>Total</b>	<b>100</b>	<b>102</b>

Totals do not include seasonal employees.

### Debt

In the upcoming fiscal year, the city will fully retire the debt owed on the 2014 General Obligation bonds. However, we will be making our first principal and interest this year on the 2023 Tax Notes that were issued to finance the acquisition of buildings in 2023, which currently serve as the operational location for City Hall. Our staff anticipates presenting a potential debt issuance for a future police facility to the City Council in the spring.



## **Agenda Item # 10**

### **CITY COUNCIL MEMORANDUM**

**Date:** July 25, 2023

**To:** Mayor & City Council

**From:** Brad Hunt , Chief of Police

**Agenda Item:** Discussion and possible action regarding purchasing two pursuit vehicles through Caldwell Chevrolet.

#### **Information:**

The Gatesville Police Department's current Fiscal Year 2023 budget allows for the capital purchase of three police vehicles, for a total of \$175,306.00 (please see quote on Attachment A). Those vehicles were ordered in a timely manner, but we have experienced significant delays in receiving them. GM has advised our buy board vendors, Cap Fleet Upfitters and Caldwell County Chevrolet, that our delivery date on the three vehicles will be delayed to at least the end of August. This will prevent us from receiving the vehicles in this Fiscal Year, as the vehicles would need to be outfitted with the appropriate police equipment after their delivery. In brief, the soonest we can expect to receive those vehicles would be Christmas 2023, but Cap Fleet and Caldwell County have agreed to honor the quoted price no matter how long it takes them to deliver the vehicles. The pursuit rated Silverado's are priced at the Buyboard contract 601-19.

To avoid being delayed in our vehicle replacements by a whole Fiscal Year, we have been working to identify alternate vehicles which would be: a) suitable to our needs; b) priced at a value relative to their suitability, and; c) immediately available on a dealership lot. We have received a quote (Attachment B) which we believe meets these requirements. These Silverado Police Package vehicles are unique vehicles and, as such, are their price. These two vehicles would be issued to the patrol sergeants, acting as mobile command centers on major incidents, and not being used in the same manner as regular marked police vehicles, in terms of hard acceleration/braking events when doing traffic enforcement and responding to emergencies. The four-wheel drive capabilities of the vehicles would also be a benefit to us, especially since we do, on occasion, need to traverse some rough countryside or remain mobile during freezing weather events.

If approved, we would order these two vehicles immediately and have them in-hand prior to Sept. 30, 2023. We would then still receive the three Tahoe police vehicles at the previously quoted price in or around December 2023. This would keep our department on track to replace a total of five marked patrol vehicles in FY 23 and FY 24. Per our long-term fleet plan, we would then need to replace an average of only two marked vehicles each year through FY 2027.

#### **Financial Impact:**

Purchase 2 Chevy Silverado pursuit rated and fully upfitted vehicles for \$167,566 utilizing General Capital Improvement funds.

**Staff Recommendation:**

The staff recommends that the city council approve the purchase of two pursuit vehicles through Caldwell Chevrolet.

**Motion:** I move to approve the purchase of two pursuit vehicles through Caldwell Chevrolet.

**Attachments:**

Vendor Quotes.

**Staff Contacts:**

Brad Hunt , Chief of Police [bhunt@gatesvilletx.com](mailto:bhunt@gatesvilletx.com)



**Attachment A**

**Quote for Three Chevrolet Tahoe Police Vehicles**



972-804-9536 fax 979-567-0853

**QUOTE** =

**Customer**

Name City of Gatesville  
Address \_\_\_\_\_  
City \_\_\_\_\_ State TX ZIP \_\_\_\_\_  
Phone \_\_\_\_\_

Date 4/1/2022  
Order No. 104286  
Rep BDSEH  
FOB Incl.

Qty	Description	Unit Price	TOTAL
3	2023 White PPV Tahoe with spotlight	\$ 36,250.00	\$108,750.00
3	CAP Fleet Upfitters CAPQ-104286	\$22,052.00	\$66,156.00
1	BuyBoard Fee (Contract #601-19)	\$400.00	\$400.00
<p><b>PLEASE MAIL PAYMENT TO:</b> Caldwell Country Chevrolet P.O. Box 27 Caldwell, Texas 77836</p> <p><b>TERMS: NET 30</b></p>			

**Payment Details**

- ☐ Cash  
☒ Check  
☐ Credit Card

Name \_\_\_\_\_  
CC # \_\_\_\_\_

Expires \_\_\_\_\_

Subtotal	\$175,306.00
Shipping & Handling	\$0.00
Taxes	State
<b>TOTAL</b>	<b>\$175,306.00</b>

Office use only

PLEASE REMIT PAYMENT TO CALDWELL COUNTRY CHEVROLET

## **Attachment B**

### **Quote for Two Chevrolet Silverado Police Vehicles**



Caldwell Country Chevrolet | Rockdale Country Ford | Cameron Country CDJR  
 800 State Highway 21 East  
 Caldwell Texas 77836

## Vehicle Quote

Quote No.: DL 220885  
 Exp. Date: 08-13-2023

Prepared for: Gatesville Police Department  
 Gatesville Texas  
 Bradford Hunt  
 bhunt@gatesvilletx.com

NAME	PRICE	QTY	SUBTOTAL
2023 Silverado 1500 PPV	\$51,000.00	2	\$102,000.00
MY2023 Bailment Stock   White			



Upfit Equipment	\$31,283.00	2	\$62,566.00
CAPQ108622			
			<b>\$164,566.00</b>

Buy Board 601-19	Discount	\$0.00
	Tax	\$0.00
	Floor Plan Interest	\$2,400.00
	Delivery	\$200.00
	COOP Fee	\$400.00
	<b>Total</b>	<b>\$167,566.00</b>

**\*\*PRICES/QUOTES ARE VALID FOR THIRTY (30) DAYS DUE TO SUPPLY CHAIN CONSTRAINTS. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER A PURCHASE ORDER IS ISSUED\*\***





**Date:** July 25, 2023  
**To:** Mayor & City Council  
**From:** Scott L. Albert  
**Subject:** City Manager Report

I am writing to provide an update on several ongoing projects and initiatives in our city. If you wish to scan the report I suggest you focus just on the areas highlighted in yellow. Please find the details below:

**1. Stillhouse WWTP Expansion (Update):**

Contract Project Costs: \$14,443,000 construction, Engineering costs \$1,982,606 total project costs \$16,425,606.

Funding: TWDB available funds for construction \$7,723,107.

Last week, the staff met with Texas Water Development Board (TWDB) to clarify the existing construction funds available for the Stillhouse wastewater treatment plant expansion project. The city currently has \$6,653,906 allocated for construction. Additionally, we have a contingency fund of \$1,233,714 that can be utilized for construction, bringing the total available funds for construction to approximately \$7,887,620. However, it is important to note that we also need to secure additional funding to cover the increased engineering costs, which are estimated to be around \$200,000.

Once we receive an estimate from Matous Construction regarding Phase I of the Stillhouse expansion project costs, we will arrange a meeting with the Texas Commission on Environmental Quality (TCEQ) to obtain their approval on dividing the Stillhouse project into two phases.

The project was advertised for bids on May 15 (CivCast), and a pre-bid conference was held on May 22. On June 20, the city received the following bids for the Stillhouse WWTP expansion:

Contractor	Base Bid Amount
JM Pipeline	\$13,906,690
Matous Const.	\$14,443,000
Gracon Const.	\$17,830,000



Although JM Pipeline was the lowest bid, Walker Partners (WP) will recommend that the city select Matous Construction because they were the highest ranked bidder based on WP evaluations using the selection criteria and ranking assessment. The preferred bidder will be presented to the City Council for consideration, possibly on August 22. The table below shows the available construction funds for the project:

<b>Description</b>	<b>Funds</b>
Matous Const Bid Amt.	\$14,443,000
Available Construction Funds	\$7,723,107
<b>Funds Required to proceed w/ the project.</b>	<b>\$6,719,893</b>

On June 30, a Teams meeting was held with the Texas Water Development Board (TWDB) to determine potential additional funding sources available through the TWDB. The table below shows the TWDB funding options available to Gatesville for covering the additional Stillhouse WWTP construction costs:

<b>TWDB Funding Source</b>	<b>When Funds Could be Available</b>
D-Fund	Early Summer 2024
CWSRF	December 2024

On July 10, staff and Walker Partners met with the contractor (Matous) to discuss the potential of reducing the WWTP project's current scope of work until the city can identify additional funding.

The staff's goal at this point is to divided the project into two phases.

Phase I – Identify what improvements can be completed at the WWTP with available funds.

- TCEQ will have to agree to a two-phase approach.
- Once TCEQ agrees to a two-phase approach, then the city will meet with the TDCJ regarding additional funding needs from the state.

Phase II – Complete the WWTP expansion after additional funding has been identified.

Below is an outline showing the evolution of the construction budget for the WWTP expansion:

- 2018 - Original construction estimate - \$6,653,906.
- 2022 – Revised Engineering Feasibility Report - \$7,968,007.

- 2023 (Feb) – Engineering Estimate of construction costs at 90% design - \$9,784,000.
- 2023 (June) – Revised construction cost based on bid \$14,443,000.

## **2. Lovers Lane Water/Wastewater Replacement (Update):**

Contracted Construction Costs: \$1,539,627.00 plus engineering costs \$188,000.

Funding: American Rescue Plan Funds first tranche.

On July 21, the GISD staff, City staff, Walker Partners, and B-Corp Utilities met for our bi-weekly Lovers Lane update meeting. The following are the key takeaways from the meeting:

- B-Corp Utilities will begin their daily work after 8:00 a.m., allowing traffic to follow with minimal interference.
- Walker Partners will revise the construction plans to accurately reflect the location of the existing 10-inch water line along Lovers Lane. This revision is expected to result in a change order that will reduce the overall project cost.
- The city will proceed with the installation of no parking signs along Lovers Lane to enhance safety and traffic flow in the area during construction.
- The school has requested a stub-out on their property to accommodate the extension of a six-inch water line to a future fire hydrant.
- The bore at SH 84 is anticipated to be completed within the next week, pending the receipt of materials.
- There is a need for coordination with EMS regarding ambulance access to the school during construction.
- The next Lovers Lane construction update meeting is scheduled for August 4, 3:00 p.m.

On July 10, improvements to Lovers Lane started with the initial focus on completing the bores at Main/84 and Buss 36 before school starts. We anticipate the project will take six to seven months to complete.

Wyllis Ament, with Walker Partners, will serve as the construction inspector responsible for ensuring that the project is completed according to the plans, design, and modifications if necessary. We will hold biweekly project update meetings with the school, B-Corp utilities, city staff, and Mr. Ament.

## **3. Tx DOT Monument at the intersection of Buss 36 and SH 36 (Update):**

Funding: The project is funded through TxDOT.

Tx DOT has suspended work on the monument project for the month of July, and it is highly probable that the suspension will extend into August. The contractor has already placed orders for all the stone facade elements required for the project. However, they are currently facing delays, and the material is not expected to arrive for several more weeks. As a result, the

contractor is unable to proceed with the construction until the necessary materials are delivered.

The foundation for the entry feature has been poured, but TX DOT is now waiting on delivery of the rock façade before they can continue with the wall. TX DOT expects the monument to be completed by late summer or early fall at the latest. Once the project has been completed, TX DOT will turn over the monument to the city to maintain. Maintenance will include landscaping, mowing, the irrigation system, third party damage, etc. The city will need to submit a layout to TX DOT for their approval on how we wish to proceed with installing lighting and the plaques on the monument.

This project originally experienced a delay from the initial plan. According to TX DOT, the contractor initially encountered a material issue and had to withdraw. In 2021, Gatesville was recognized as a GCAA winner for various initiatives implemented by the Keep Gatesville Beautiful Committee, including the recycling program at the public works yard and partnerships with Fort Hood soldiers on various cleanup and beautification projects. As part of the award, the city will receive a TxDOT- designed and constructed monument located at the southwest corner of the intersection of SH 36 and Business 36. The monument will be a 229-foot-long limestone wall, approximately 4.5 feet tall, surrounded by landscaping featuring trees and perennial plants.

#### **4. Brownfields Cleanup Grant for the Rotunda (Update):**

Contracted Demolition Costs: \$176,636.00

Funding: EPA grant and City match.

The demolition of the Rotunda is scheduled to start on August 8 and conclude on August 22nd.

#### **5. Nextlink – Fiber Internet Service (Update):**

On March 22, 2023, Nextlink commenced the installation of high-speed fiber broadband to the east of SH 36. The estimated completion time for the fiber installation throughout the city is approximately six months. GAC has been contracted by Nextlink to carry out the fiber installation on their behalf. Residents can be assured that GAC/Nextlink is dedicated to ensuring a smooth construction process for everyone. If the public has any questions or concerns, they can contact Nextlink at 855-903-4169 or email [nextlinkinternet.com/construction](mailto:nextlinkinternet.com/construction).

Phase 1A & 1B have reached an overall completion of 64.98%.

Phase 2 The permit application for Phase 2 was released on July 12<sup>th</sup>.

Area bounded by the following streets:

- E Main St
- N 22<sup>nd</sup> St

- Osage Rd
- Lovers Lane
- Lowrey Dr
- Mears Dr
- Jackson Dr

Phase 3 Plans are expected to be submitted within the next 30 days.

Area bounded by the following streets:

- E Main St
- TX Highway 36
- FM 107
- Valley View Dr
- Watts Lane
- Straws Mill Rd
- Fairway Dr
- Wood Creek Dr
- River Ridge Dr
- River Rd
- Golf Course Rd
- S 23<sup>rd</sup> Street.

#### **6. Rise Broadband (Update):**

Rise Broadband is currently navigating through the permit process.

#### **7. TNMP Upgrades in Gatesville**

Texas-New Mexico Power recently announced that they will begin making several upgrades to the electric infrastructure in Gatesville. TNMP's has completed an extensive audit of its lines and poles in Gatesville and have now begun the necessary upgrades which may take a few months. In addition, TNMP is currently in the process of upgrading the substations in Gatesville. TNMP goal is to improve service reliability for all the critical loads in the service territory, including the Texas Department of Correction Prison Units, local hospitals, police stations, and county emergency facilities. This includes additional station equipment, installation of protection equipment, and upgrading aging wood structures with steel structures at our local distribution substations, Hilltop and Mountain View. The Coryell County Substation will also be expanded and rebuilt to include two power transformers with a larger operating capacity, three transmission line terminals, a control building, and two distribution power bays. Hilltop and Mountain View are currently under construction and projected to be completed by July 2023. The Coryell County Rebuild is projected to start construction in August of 2023 and anticipated to complete by the first quarter of 2024. TNMP will be cutting over two distribution circuits from 4 KV to 22 KV and moving them

to the reconfigured Coryell County Substation by approximately end of year 2027. The work ahead is substantial, and TNMP is committed to the task and to the City of Gatesville. TNMP is a transmission and distribution service provider that delivers power to more than 260,000 homes and businesses on behalf of retail electric providers in Texas.

**8. Mills Street Water/Sewer Line Replacement (Update):**

Contracted Construction Costs: \$661,645.00 plus engineering \$144,654.00 total project costs \$806,299.00.

Funding: Will come from existing utility Funds.

**We are waiting on one change to the contractor's certificate of insurance before scheduling a pre-con meeting to initiate the project.**

The City Attorney reviewed the contract with LC Paving and there appeared to be a number of deficiencies with the insurance provided by the Contractor as evidenced by the Certificate of Insurance. It appeared that the City of Gatesville was not named as an Additional Insured for the liability coverages as required by the Contract (CGL, auto, umbrella/excess). General Conditions 5.04(B)(1) and Special Conditions 5.04( E) require that the City be named as an Additional Insured. It looks as though a rental company has been named as an Additional Insured but not the city (Owner). SC 5.04 (C) describes the various coverages required. Looking at the Certificate of Insurance, it appears that several forms of insurance protection have not been provided. Specifically, SC 5.04(C)(3) requires \$1,000,000 of auto liability coverage and SC 5.04(C)(4) requires excess liability coverage of at least \$2,000,000. Neither of those appear on the Certificate. SC 5.04(F) also requires a waiver of subrogation in favor of the city. The City Attorney also did not see any reference to that. Section 5.04(B)(5) which requires that the Certificate confirm that the insurance will not be cancelled or renewal refused without at least 30 days' notice to the City.

The deficiencies mentioned by the City Attorney were sent to Otto at Walker Partners who will communicate with the contractor about correcting the deficiencies.

Walker Partners received signed contracts from LC Paving two weeks ago. However, the certificate of insurance and the bonds were not provided. Walker Partners has requested these items from the contractor on three occasions, and as of June 29, Walker Partners has not received the documents requested.

**9. Lagoons at the Water Treatment Plant (Update):**

Estimated Project Costs: \$575,000 (Const. \$470,000, Engineering \$55,000, Admin \$50,000)  
Funding: \$500,000 grant proceeds \$500,000, existing utility revenues - \$75,000.

The purpose of this project is to replace the undersized earthen lagoons at the Water Treatment Plant. These lagoons are used for backwash waters generated at the treatment plant, which drain into the lagoons. The lagoons allow for the flocculate (the process of gathering particles into



larger clusters for easier removal) and settling of solids from the backwash water. Backwashing is an important process at the plant as it involves shutting down the filtration and reversing the flow of water to run backwards through the filter, dislodging particles that have built up during the treatment process.

**10. Clarifier A – Water Treatment Plant (Update):**

Contracted Construction Costs: \$877,340 (Const. \$843,190, Engineering \$34,150).

Funding: The source of funding has not been clearly identified. On August 16, 2022, the project was awarded to B-5 Construction. However, the City Council has not designated the American Rescue Plan funds for this project or any other project currently.

Zeb and I are scheduled to meet with the contractor this week to discuss the rehabilitation schedule for the clarifiers, ensuring clarifiers remain operational during the peak/high-use months. Our plan is to initiate work on the first clarifiers in the fall and proceed with the second one during the winter.

We are awaiting the final fabrication and delivery of the new clarifier mechanism.

**11. Clarifier No. 2 – Water Treatment Plant (Update):**

Contracted Project Costs: \$452,931 (Const. \$383,781, Engineering \$34,150, Admin \$35,000)

Funding: Grants account for \$350,000 in funding, and the remaining balance of \$102,931 will be covered by existing utility revenues.

The contractor for Clarifier No. 2 owes the city a construction schedule so that we can proceed with this clarifier before replacing the mechanism on Clarifier A.

**12. Shady Lane Low Water Crossing \$399,988.10 TWDB (Update)**

Estimated Project Costs: \$399,988.10 (Const. \$399,988.10)

Funding: \$500,000 CDBG-MIT Grant through the County. No funds will flow through the City. All the funding, project, and grant management duties will be done through the County. It is unlikely that construction will begin a year from now.

**13. 2023 Manhole Rehabilitation (Update)**

Estimated Costs: \$90,000.00 – the Fort Gates manhole was added which increased project costs from \$50,000 to \$90,000.

Funding: Utility Funds

A total of 18 manholes have been repaired this summer.

#### **14. Drainage Master Plan Phase I (Update)**

Project Costs: \$250,000.00 (\$225,00 grant, \$25,000.00 city match)

Funding: 90/10 grant through TWDB FIF

The plan has been submitted to the State for approval.

#### **15. Baseball Tournaments (update)**

We have a total of eight (8) baseball tournaments scheduled for this fall:

1. STST: August 26-27
2. USSSA: September 16-17
3. STST: October 1
4. USSSA: October 7-8
5. STST: October 14-15
6. USSSA: October 21-22
7. USSSA: November 4-5
8. STST: November 11-12

United States Specialty Sports Association (USSA).

Small Town Select Tournament (STST).

#### **16. MUSCO Baseball Field Lighting (Update)**

The staff has received a quote from MUSCO for the replacement of the athletic field lights on three fields, amounting to \$776,157. We plan to present the proposed new baseball field lighting to the city council in August, once we have identified the appropriate funding source. If the City Council approves the purchase the new baseball field lighting, installation could be scheduled for November.

#### **17. Rebuilt of Pump #4 at the Lake Belton Intake Structure (Update):**

Contracted Rebuild/Repair Costs: \$204,934 (\$122,000 Jurgensen, \$31,493.57 Evans rebuild motor that drives the pump, Diver Dan \$21,934)

Funding: Will come from existing utility funds.

The new pump and its parts are scheduled to be delivered September 15<sup>th</sup>.

On July 7<sup>th</sup>, we received confirmation from Dr. Brewer that Fort Cavazos will provide support in transporting the components for replacing the pump and other parts at the raw water intake structure.

#### **18. Assessment of Water Production Operations and Capital (update):**

On July 26, Zeb, Bodie, and I will lead a tour group of engineers from Freese and Nichols (FNI) to explore the city's water production infrastructure. We have already conducted a virtual meeting with the engineers to discuss our concerns regarding the current state of our water production infrastructure. The main objective of this tour is to familiarize Freese & Nichols engineers with our city's water production infrastructure, enabling them to draft a scope of work for assessing and evaluating the infrastructure.

The anticipated scope of work will primarily focus on prioritizing infrastructure improvements through a ranking system. Additionally, it will include providing an opinion of the probable construction cost for each project. As soon as FNI sends their proposal to us, we will present their proposal to the City Council for review and approval.

#### **19. Civic Center Manager**

Morgan Smart has been hired as the new Civic Center Manager and will begin working for the city on July 20.

The Civic Center Manager will report to the City Secretary and will provide day-to-day organizational and operational support for events held at the Civic Center, City Auditorium, Special Events, and other assigned events.

#### **20. Eclipse Preparations**

Last week, Cheri Sheppard met with various public safety agencies and delivered a presentation on the impact of the Eclipse event on Gatesville and the surrounding region. From that the meeting the following tasks were noted:

- We need to immediately procure a Cell on Wheels communications tower. Cell signals, internet and other wireless communication will be overwhelmed for several days.
- Air traffic is expected to increase around the event.
- We will schedule our backup generators for a checkup on March 2024.
- Easter weekend is 3/29-3/31, so travelers may extend the week and cause increased traffic and longer stays through the week before 04/08.
- We are looking into alternate travel methods for expected impassable streets.
- A partial eclipse will be in the area in October, may consider doing a tabletop exercise to test our response.
- GUSD has fuel storage tanks that we could use for police & fire vehicles if need arises.

## **21. Budget for FY 2023/24**

Budget assumptions will be presented to the City Council this evening. Most of the council's engagement with the budget will occur during regularly scheduled meetings, except for the Special Called Meeting on August 29. If you are unable to attend any of the following meeting dates, please inform Mike or me:

- **August 8: Regular City Council Meeting – Presentation of the proposed budget and property tax rate to the City Council.**
- August 22: Regular City Council Meeting - First reading to approve the budget, tax rate, and fees.
- August 29: Special Called City Council Meeting – Second reading of the ordinance to approve the budget, tax rate, and fees and a public hearing on the budget.
- September 12: Regular City Council Meeting – Budget adoption, public hearing on the property tax rate, third reading of the ordinance, and setting of rates & fees by resolution.

## **22. Upcoming Events**

- **July 27 from 4:30 p.m.-5:30 p.m. meet & greet with the new incoming Garrison Commander Colonel Stokes Gatesville City Council chambers.**
- **July 27-29: 86<sup>th</sup> Annual Gatesville Riding Club Rodeo. Thursday & Friday night events start at 7:00 p.m., and Saturday events start at 6:30 p.m.**
- September 16 – Cruizin Cruisers event, Spur Fest, and Fiddlers Contest.
- October 3 – National Night out.
- April 8, 2024 – total solar eclipse.

If you have any questions or require further information, please do not hesitate to contact me. Thank you for your attention to these matters.

## General Fund

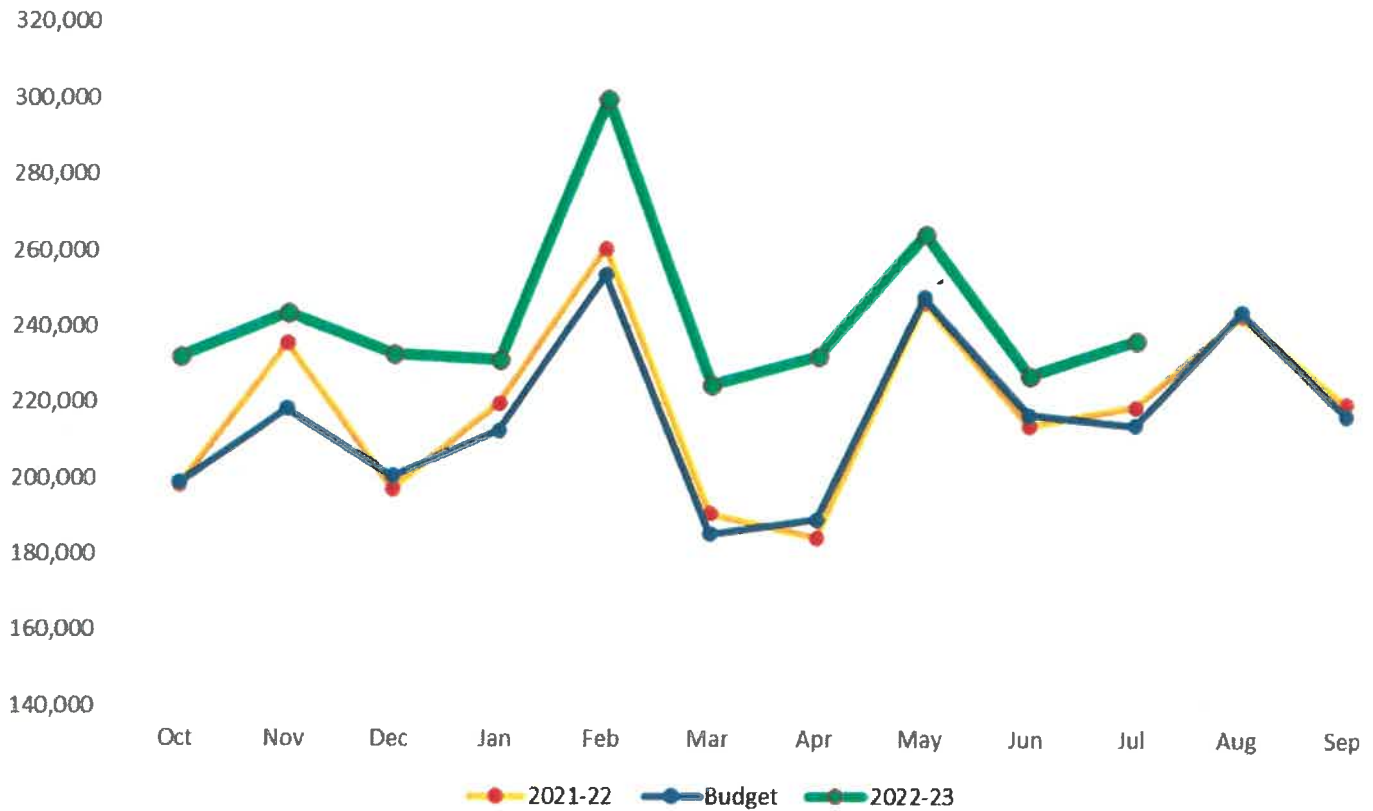
	2021-2022 YTD	2022-2023 YTD	% over (under) YTD	JUNE	2022-2023 Budget	2022-2023 Projected	% over (under)
<b>Revenues</b>							
AV Taxes	2,321,772	2,791,380	20.2%	34,981	2,590,530	2,872,432	10.9%
Sales Tax	1,948,066	2,189,762	12.4%	227,409	2,600,000	2,891,983	11.2%
Franchise Fees	611,071	728,645	19.2%	37,770	765,837	899,195	17.4%
Fines & Fees	104,965	107,024	2.0%	13,389	150,000	136,200	-9.2%
Other taxes	10,076	10,830	7.5%	1,347	15,000	14,867	-0.9%
Licenses & Permits	31,006	39,580	27.7%	3,302	36,600	48,593	32.8%
Rental Income	37,917	38,558	1.7%	5,445	33,500	45,052	34.5%
Cemetery	14,000	-	-100.0%	-	12,000	-	-100.0%
Parks & Rec	296,045	332,566	12.3%	72,444	345,000	421,296	22.1%
Misc. Revenues	50,829	93,485	83.9%	10,883	87,500	106,293	21.5%
Intergovernmental	201,081	18,813	-90.6%	-	-	18,813	0.0%
Inter fund Transfers	401,105	377,672	100.0%	41,725	621,163	623,313	0.3%
<b>TOTAL REVENUES</b>	<b>6,027,933</b>	<b>6,728,316</b>	<b>11.6%</b>	<b>448,695</b>	<b>7,257,130</b>	<b>8,078,039</b>	<b>11.3%</b>
<b>Expenditures</b>							
<b>LIBRARY</b>							
Personnel Svcs.	116,625	115,820	-0.7%	15,470	177,576	158,243	-10.9%
O&M	60,993	47,464	-22.2%	5,330	80,526	76,512	-5.0%
Total	177,619	163,284	-8.1%	20,800	258,102	234,755	-9.0%
<b>ADMINISTRATION</b>							
Personnel Svcs.	391,812	401,157	2.4%	62,928	544,220	528,897	-2.8%
O&M	224,333	356,371	58.9%	15,037	482,174	513,432	6.5%
Total	616,145	757,527	22.9%	77,964	1,026,393	1,042,329	1.6%
<b>PLANNING</b>							
Personnel Svcs.	101,110	120,665	19.3%	17,561	156,783	157,792	0.6%
O&M	9,879	15,045	52.3%	282	20,160	22,456	11.4%
Total	110,989	135,710	22.3%	17,842	176,943	180,248	1.9%
<b>POLICE</b>							
Personnel Svcs.	1,419,763	1,571,972	10.7%	234,760	2,070,149	2,067,139	-0.1%
O&M	439,494	369,161	-16.0%	30,482	502,818	500,143	-0.5%
Total	1,859,256	1,941,133	4.4%	265,241	2,572,967	2,567,281	-0.2%
<b>COURT</b>							
Personnel Svcs.	96,227	111,905	16.3%	15,255	143,455	140,690	-1.9%
O&M	40,029	28,789	-28.1%	3,643	48,770	38,291	-21.5%
Total	136,256	140,694	3.3%	18,898	192,225	178,981	-6.9%
<b>FIRE</b>							
Personnel Svcs.	850	750	0.0%	83	1,000	977	-2.3%
O&M	184,711	135,599	-26.6%	7,870	229,758	208,798	-9.1%
Total	185,561	136,349	-26.5%	7,953	230,758	209,776	-9.1%
<b>STREET</b>							
Personnel Svcs.	353,697	409,941	15.9%	62,074	527,187	541,360	2.7%
O&M	719,722	602,531	-16.3%	116,080	780,192	861,766	10.5%
Total	1,073,420	1,012,472	-5.7%	178,154	1,307,379	1,403,126	7.3%
<b>FLEET SERVICES</b>							
Personnel Svcs.	47,958	58,075	21.1%	8,614	70,148	76,220	8.7%
O&M	23,144	27,926	20.7%	888	36,789	42,214	14.7%
Total	71,102	86,000	21.0%	9,501	106,937	118,434	10.8%
<b>BUILDING INSPECTIONS</b>							
Personnel Svcs.	110,425	122,554	11.0%	17,561	156,270	159,923	2.3%
O&M	29,808	24,801	-16.8%	724	55,739	37,512	-32.7%
Total	140,234	147,355	5.1%	18,285	212,009	197,435	-6.9%
<b>PARKS &amp; RECREATION</b>							
Personnel Svcs.	229,724	332,831	44.9%	51,156	439,921	452,138	2.8%
O&M	148,280	197,040	32.9%	27,475	227,129	251,620	10.8%
Total	378,004	529,872	40.2%	78,631	667,050	703,758	5.5%
<b>Fitness Center</b>							
Personnel Svcs.	117,772	99,932	-15.1%	14,511	144,217	127,866	-11.3%
O&M	89,608	95,051	6.1%	5,958	115,888	124,910	7.8%
Total	207,380	194,983	-6.0%	20,469	260,105	252,776	-2.8%
<b>SWIMMING POOL</b>							
Personnel Svcs.	13,449	28,180	109.5%	28,086	64,590	71,902	11.3%
O&M	29,370	21,549	-26.6%	5,222	42,264	29,066	-31.2%
Total	42,819	49,729	16.1%	33,308	106,854	100,968	-5.5%
<b>CIVIC CENTER</b>							
Personnel Svcs.	51,816	39,985	-22.8%	-	74,883	57,324	-23.4%
O&M	24,885	24,214	-2.7%	2,085	38,628	36,066	-6.6%
Total	76,701	64,199	-16.3%	2,085	113,511	93,390	-17.7%
<b>TRANSFER EXPENSE</b>	-	-	0.0%	-	-	750,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>5,075,486</b>	<b>5,359,309</b>	<b>5.6%</b>	<b>749,133</b>	<b>7,231,232</b>	<b>8,033,256</b>	<b>11.1%</b>
<b>Gain (Loss)</b>	<b>952,447</b>	<b>1,369,006</b>			<b>25,898</b>	<b>44,784</b>	



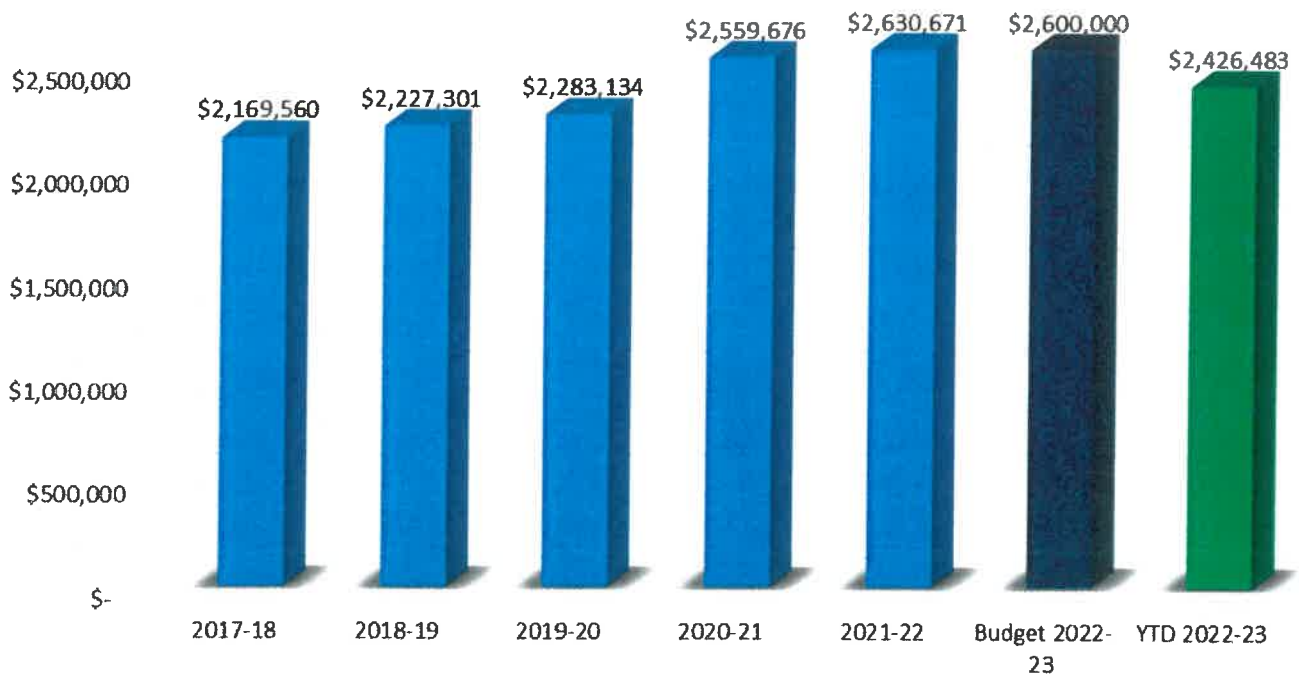
## Water & Sewer Fund

	2021-2022 YTD	2022-2023 YTD	% over (under) YTD	MAY	2022-2023 Budget	2022-2023 Projected	% over (under)
<b>Water</b>							
<b>Revenues 011,030,034</b>	3,442,291	4,014,224	16.6%	417,769	4,977,655	5,958,669	19.7%
<b>Expense</b>							
Distribution- 240	1,079,217	1,078,745	0.0%	103,327	1,362,063	2,098,759	54.1%
Production -242	1,347,582	1,803,084	33.8%	256,260	2,874,448	4,028,675	40.2%
<b>Total Water Expense</b>	2,426,798	2,881,829	18.8%	359,587	4,236,511	6,127,434	44.6%
<b>Gain (Loss)</b>	1,015,492	1,132,395	11.5%	58,183	741,144	(168,765)	
<b>Sewer</b>							
<b>Revenues 012,037</b>	2,173,720	2,660,272	22.4%	335,861	3,356,330	3,968,789	18.2%
<b>Expense 245</b>	966,334	1,272,764	31.7%	120,003	2,135,987	2,639,531	23.6%
<b>Gain (Loss)</b>	1,207,386	1,387,508		215,858	1,220,343	1,329,257	
<b>Sanitation</b>							
<b>Revenues 013</b>	349,664	497,171	42.2%	70,629	454,649	696,675	53.2%
<b>Expense 250</b>	348,230	505,974	45.3%	65,912	416,700	701,698	68.4%
<b>Gain (Loss)</b>	1,434	(8,802)		4,717	37,949	(5,022)	
<b>Non Departmental Transfers</b>							
<b>Expense 260</b>	741,147	912,601		76,117	1,965,652	1,154,685	-41.3%
<b>Grand Total</b>							
<b>Revenues</b>	5,965,675	7,171,668	20.2%	824,259	8,788,634	10,624,133	20.9%
<b>Expense</b>	4,482,509	5,573,169	24.3%	621,619	8,754,850	10,623,348	21.3%
<b>Gain (Loss)</b>	1,483,166	1,598,499		202,640	33,783	785	

### FY 22-23 Monthly Sales Tax



### Total Sales Tax Collections By Fiscal year



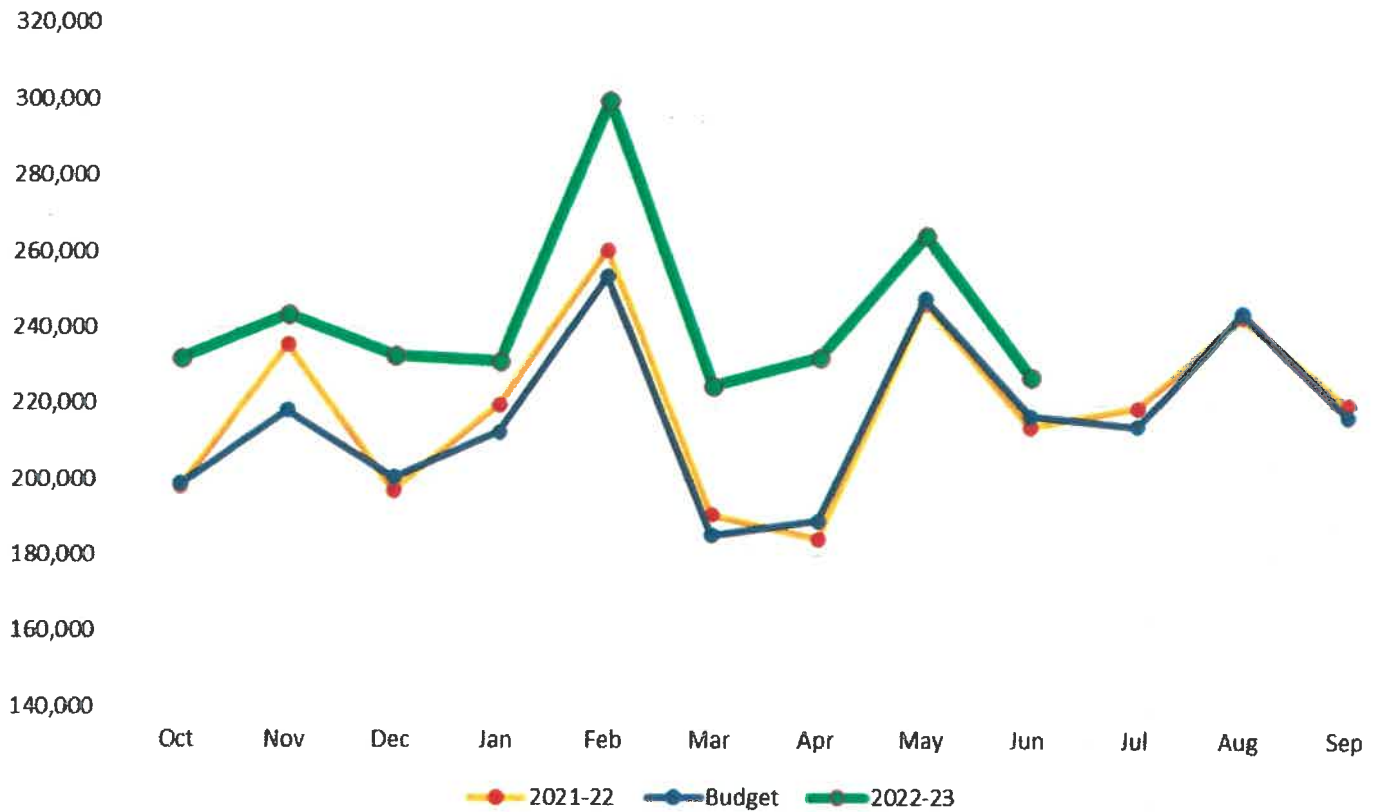
## General Fund

	2021-2022 YTD	2022-2023 YTD	% over (under) YTD	MAY	2022-2023 Budget	2022-2023 Projected	% over (under)
<b>Revenues</b>							
AV Taxes	2,305,382	2,756,399	19.6%	10,474	2,590,530	2,854,602	10.2%
Sales Tax	1,733,808	1,962,353	13.2%	264,751	2,600,000	2,875,262	10.6%
Franchise Fees	575,586	690,876	20.0%	75,371	765,837	897,367	17.2%
Fines & Fees	96,472	93,550	-3.0%	11,870	150,000	132,322	-11.8%
Other taxes	8,675	9,483	9.3%	1,356	15,000	15,045	0.3%
Licenses & Permits	27,911	36,277	30.0%	3,864	36,600	48,103	31.4%
Rental Income	35,522	33,113	-6.8%	7,738	33,500	41,469	23.8%
Cemetery	14,000	-	-100.0%	(6,000)	12,000	2,919	-75.7%
Parks & Rec	234,582	260,123	10.9%	31,952	345,000	398,342	15.5%
Misc. Revenues	49,356	82,602	67.4%	8,635	87,500	96,746	10.6%
Intergovernmental	177,189	18,813	-89.4%	-	-	18,813	0.0%
Inter fund Transfers	356,538	335,948	100.0%	41,725	621,163	623,313	0.3%
<b>TOTAL REVENUES</b>	<b>5,615,022</b>	<b>6,279,536</b>	<b>11.8%</b>	<b>451,735</b>	<b>7,257,130</b>	<b>8,004,304</b>	<b>10.3%</b>
<b>Expenditures</b>							
<b>LIBRARY</b>							
Personnel Svcs.	98,644	100,350	1.7%	8,918	177,576	163,564	-7.9%
O&M	56,005	42,134	-24.8%	2,627	80,526	75,872	-5.8%
Total	154,649	142,484	-7.9%	11,545	258,102	239,436	-7.2%
<b>ADMINISTRATION</b>							
Personnel Svcs.	333,703	338,229	1.4%	32,696	544,220	527,689	-3.0%
O&M	210,657	341,334	62.0%	64,644	482,174	533,162	10.6%
Total	544,360	679,563	24.8%	97,340	1,026,393	1,060,850	3.4%
<b>PLANNING</b>							
Personnel Svcs.	85,954	103,104	20.0%	12,238	156,783	158,162	0.9%
O&M	9,334	14,763	58.2%	342	20,160	22,751	12.9%
Total	95,288	117,868	23.7%	12,580	176,943	180,913	2.2%
<b>POLICE</b>							
Personnel Svcs.	1,207,167	1,337,212	10.8%	150,763	2,070,149	2,065,244	-0.2%
O&M	396,493	338,680	-14.6%	33,234	502,818	510,901	1.6%
Total	1,603,661	1,675,892	4.5%	183,997	2,572,967	2,576,145	0.1%
<b>COURT</b>							
Personnel Svcs.	82,329	96,650	17.4%	11,549	143,455	138,744	-3.3%
O&M	37,935	25,145	-33.7%	2,360	48,770	37,055	-24.0%
Total	120,264	121,796	1.3%	13,908	192,225	175,799	-8.5%
<b>FIRE</b>							
Personnel Svcs.	667	667	0.0%	83	1,000	1,061	6.1%
O&M	189,327	127,729	-32.5%	10,242	229,758	207,934	-9.5%
Total	189,993	128,396	-32.4%	10,325	230,758	208,994	-9.4%
<b>STREET</b>							
Personnel Svcs.	300,587	347,868	15.7%	38,074	527,187	537,841	2.0%
O&M	576,469	486,451	-15.6%	75,390	780,192	884,969	13.4%
Total	877,055	834,319	-4.9%	113,464	1,307,379	1,422,810	8.8%
<b>FLEET SERVICES</b>							
Personnel Svcs.	40,274	49,461	22.8%	6,547	70,148	75,971	8.3%
O&M	18,831	27,038	43.6%	7,715	36,789	46,486	26.4%
Total	59,105	76,499	29.4%	14,262	106,937	122,458	14.5%
<b>BUILDING INSPECTIONS</b>							
Personnel Svcs.	94,119	104,993	11.6%	12,191	156,270	159,859	2.3%
O&M	25,946	24,077	-7.2%	1,740	55,739	41,619	-25.3%
Total	120,065	129,071	7.5%	13,930	212,009	201,479	-5.0%
<b>PARKS &amp; RECREATION</b>							
Personnel Svcs.	189,211	281,675	48.9%	35,075	439,921	457,434	4.0%
O&M	129,463	169,565	31.0%	26,344	227,129	246,974	8.7%
Total	318,675	451,241	41.6%	61,419	667,050	704,407	5.6%
<b>Fitness Center</b>							
Personnel Svcs.	103,309	85,421	-17.3%	10,201	144,217	127,477	-11.6%
O&M	80,438	89,093	10.8%	12,527	115,888	127,894	10.4%
Total	183,747	174,514	-5.0%	22,727	260,105	255,371	-1.8%
<b>SWIMMING POOL</b>							
Personnel Svcs.	-	94	0.0%	-	64,590	64,093	-0.8%
O&M	22,856	16,327	-28.6%	4,209	42,264	31,366	-25.8%
Total	22,856	16,421	-28.2%	4,209	106,854	95,459	-10.7%
<b>CIVIC CENTER</b>							
Personnel Svcs.	44,287	39,985	-9.7%	1,156	74,883	65,674	-12.3%
O&M	22,618	22,129	-2.2%	2,080	38,628	36,533	-5.4%
Total	66,905	62,114	-7.2%	3,236	113,511	102,208	-10.0%
<b>TRANSFER EXPENSE</b>	-	-	0.0%	-	-	650,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>4,356,624</b>	<b>4,610,176</b>	<b>5.8%</b>	<b>562,943</b>	<b>7,231,232</b>	<b>7,996,330</b>	<b>10.6%</b>
<b>Gain (Loss)</b>	<b>1,258,398</b>	<b>1,669,360</b>			<b>25,898</b>	<b>7,973</b>	

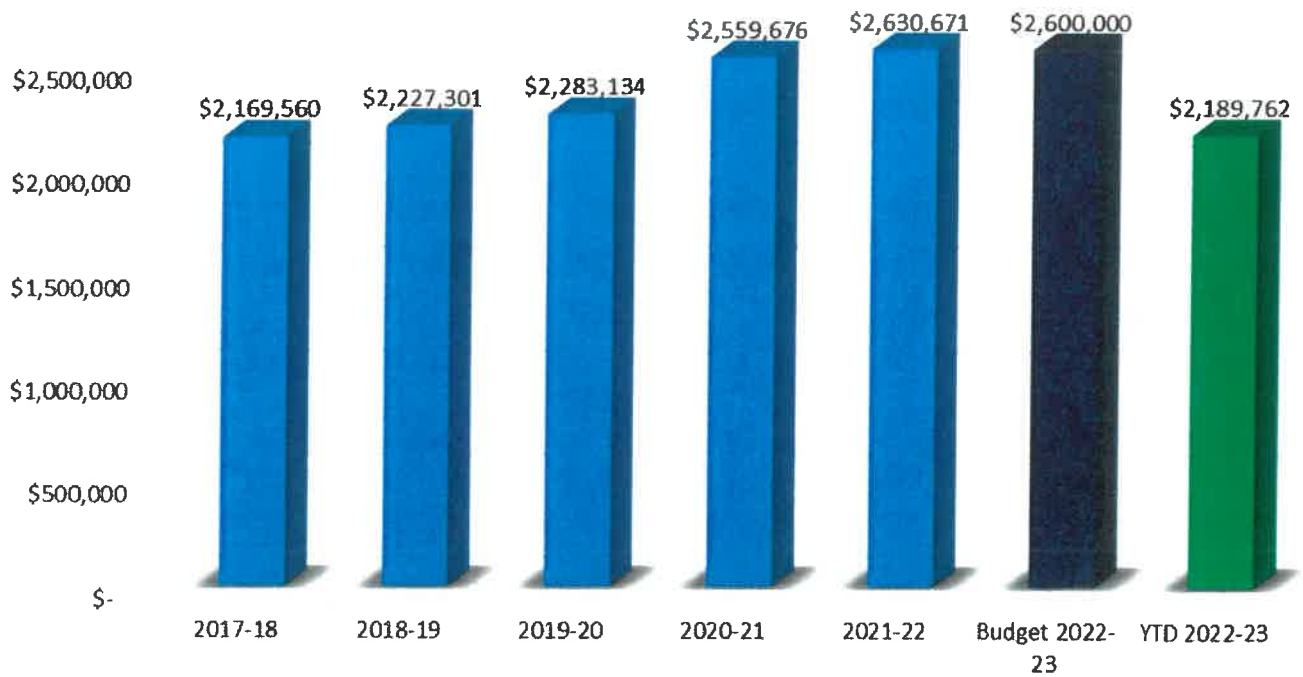
## Water & Sewer Fund

		2021-2022 YTD	2022-2023 YTD	% over (under) YTD	MAY	2022-2023 Budget	2022-2023 Projected	% over (under)
<b>Water</b>								
	<b>Revenues 011,030,034</b>	3,049,814	3,596,455	17.9%	398,277	4,977,655	5,948,022	19.5%
	<b>Expense</b>							
	Distribution- 240	967,837	975,419	0.8%	80,151	1,362,063	2,112,102	55.1%
	Production -242	1,155,963	1,546,824	33.8%	184,267	2,874,448	3,987,329	38.7%
	<b>Total Water Expense</b>	2,123,799	2,522,242	18.8%	264,418	4,236,511	6,099,431	44.0%
	<b>Gain (Loss)</b>	926,015	1,074,212	16.0%	133,859	741,144	(151,409)	
<b>Sewer</b>								
	<b>Revenues 012,037</b>	1,922,593	2,324,411	20.9%	303,614	3,356,330	3,924,843	16.9%
	<b>Expense 245</b>	844,068	1,152,762	36.6%	111,430	2,135,987	2,610,642	22.2%
	<b>Gain (Loss)</b>	1,078,525	1,171,650		192,184	1,220,343	1,314,202	
<b>Sanitation</b>								
	<b>Revenues 013</b>	309,341	426,542	37.9%	67,331	454,649	693,199	52.5%
	<b>Expense 250</b>	308,402	440,062	42.7%	66,419	416,700	701,413	68.3%
	<b>Gain (Loss)</b>	938	(13,519)		911	37,949	(8,214)	
<b>Non Departmental Transfers</b>								
	<b>Expense 260</b>	663,486	836,484		75,938	1,965,652	1,153,262	-41.3%
<b>Grand Total</b>								
	<b>Revenues</b>	<b>5,281,748</b>	<b>6,347,409</b>	<b>20.2%</b>	<b>769,222</b>	<b>8,788,634</b>	<b>10,566,064</b>	<b>20.2%</b>
	<b>Expense</b>	<b>3,939,756</b>	<b>4,951,550</b>	<b>25.7%</b>	<b>518,205</b>	<b>8,754,850</b>	<b>10,564,747</b>	<b>20.7%</b>
	<b>Gain (Loss)</b>	<b>1,341,992</b>	<b>1,395,859</b>		<b>251,017</b>	<b>33,783</b>	<b>1,317</b>	

### FY 22-23 Monthly Sales Tax



### Total Sales Tax Collections By Fiscal year





**July 2023: Gatesville Fire Department Report**

**106 Alarms in May/June 2023**

**56 City**

**50 County**

**The July 4<sup>th</sup> fireworks went off without any problems.**

**Citizens continue to shoot illegal fireworks inside the City Limits, but caused no fires that FD responded to.**

**Our newest Brush Truck (B3) has returned from the shop after being out of service for six weeks.**

**Our hopes are that we will score high enough on our submitted AFG grant (\$121,000.00) for new Turnout Gear. We should know by end of August.**

**NO BURN BAN in unincorporated Coryell County: BUT unless we have some rain, we will request the Commissioners Court place a Burn Ban in the Unincorporated area. We will see a increase in wildland fires by the end of July as what moisture is present now will dry up.**

**Burning inside the City Limits is prohibited at ALL times unless permission is granted by the FD.**

# Gatesville Fire Department

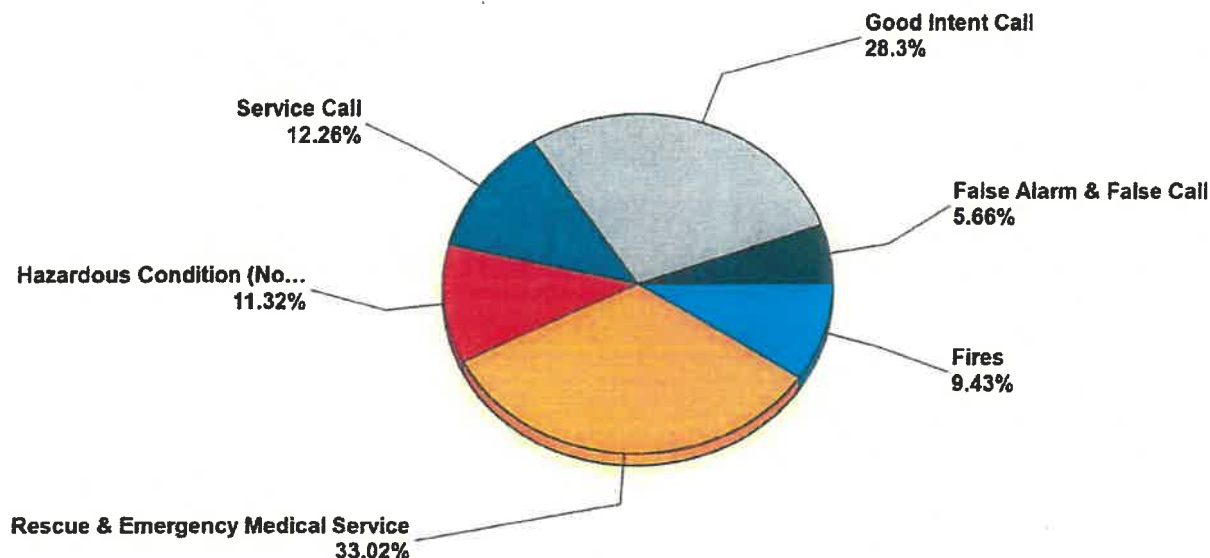
Gatesville, TX

This report was generated on 7/5/2023 9:07:03 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2023 | End Date: 06/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	10	9.43%
Rescue & Emergency Medical Service	35	33.02%
Hazardous Condition (No Fire)	12	11.32%
Service Call	13	12.26%
Good Intent Call	30	28.3%
False Alarm & False Call	6	5.66%
TOTAL	106	100%

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

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	0.94%
118 - Trash or rubbish fire, contained	1	0.94%
137 - Camper or recreational vehicle (RV) fire	1	0.94%
142 - Brush or brush-and-grass mixture fire	3	2.83%
150 - Outside rubbish fire, other	2	1.89%
151 - Outside rubbish, trash or waste fire	1	0.94%
160 - Special outside fire, other	1	0.94%
311 - Medical assist, assist EMS crew	11	10.38%
322 - Motor vehicle accident with injuries	12	11.32%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.94%
324 - Motor vehicle accident with no injuries.	8	7.55%
341 - Search for person on land	2	1.89%
350 - Extrication, rescue, other	1	0.94%
412 - Gas leak (natural gas or LPG)	4	3.77%
413 - Oil or other combustible liquid spill	1	0.94%
444 - Power line down	3	2.83%
445 - Arcing, shorted electrical equipment	1	0.94%
462 - Aircraft standby	1	0.94%
463 - Vehicle accident, general cleanup	2	1.89%
500 - Service Call, other	1	0.94%
511 - Lock-out	3	2.83%
531 - Smoke or odor removal	1	0.94%
542 - Animal rescue	1	0.94%
550 - Public service assistance, other	2	1.89%
551 - Assist police or other governmental agency	3	2.83%
553 - Public service	1	0.94%
561 - Unauthorized burning	1	0.94%
600 - Good intent call, other	3	2.83%
611 - Dispatched & cancelled en route	18	16.98%
622 - No incident found on arrival at dispatch address	6	5.66%
631 - Authorized controlled burning	2	1.89%
671 - HazMat release investigation w/no HazMat	1	0.94%
714 - Central station, malicious false alarm	1	0.94%
735 - Alarm system sounded due to malfunction	1	0.94%
744 - Detector activation, no fire - unintentional	1	0.94%
745 - Alarm system activation, no fire - unintentional	3	2.83%
<b>TOTAL INCIDENTS:</b>	<b>106</b>	<b>100%</b>

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



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Page # 2 of 2

# Gatesville Fire Department

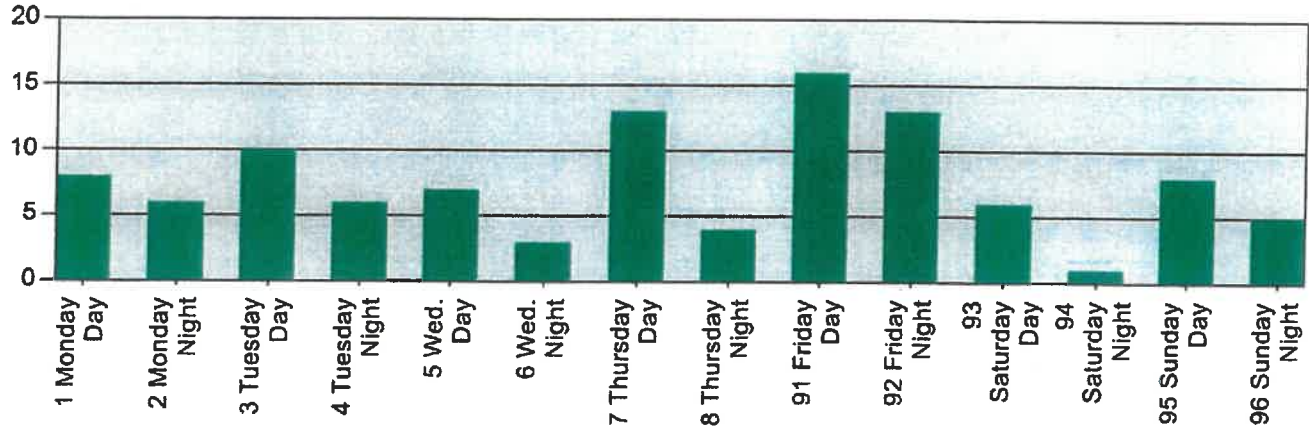
Gatesville, TX

This report was generated on 7/5/2023 9:10:13 AM



## Incidents by Shift for Date Range

Start Date: 05/01/2023 | End Date: 06/30/2023



SHIFT	# INCIDENTS
1 Monday Day	8
2 Monday Night	6
3 Tuesday Day	10
4 Tuesday Night	6
5 Wed. Day	7
6 Wed. Night	3
7 Thursday Day	13
8 Thursday Night	4
91 Friday Day	16
92 Friday Night	13
93 Saturday Day	6
94 Saturday Night	1
95 Sunday Day	8
96 Sunday Night	5

**TOTAL: 106**

Incidents with multiple EXPOSURES, with distinct stations, may create a slight difference between the report total and total number of actual incidents for the DATE RANGE provided. The totals reflect the # INCIDENTS each STATION was assigned. Only REVIEWED incidents included.



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Doc Id: 27

Page # 1 of 1



# Gatesville Fire Department

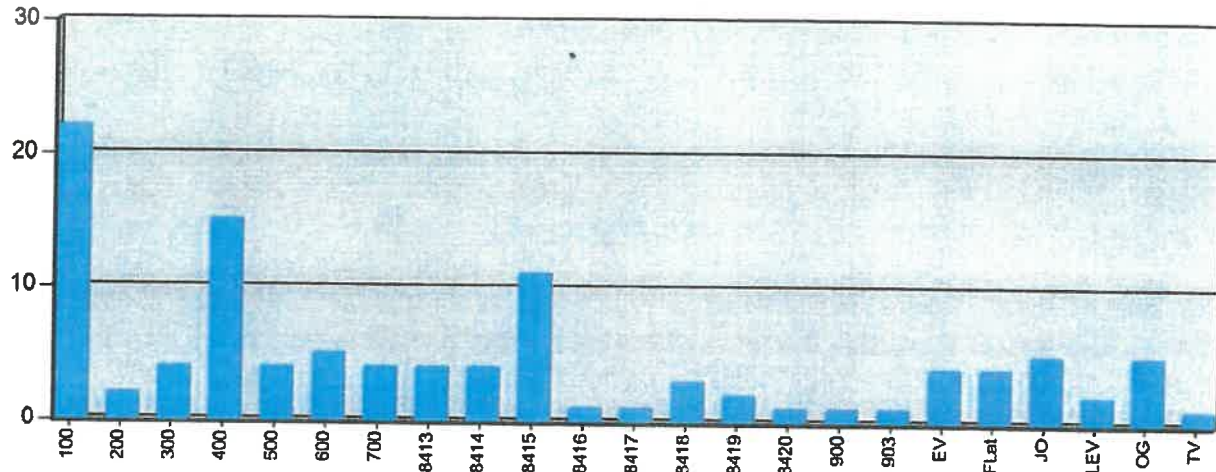
Gatesville, TX

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## Incident Count per Zone for Date Range

Start Date: 05/01/2023 | End Date: 06/30/2023



ZONE	# INCIDENTS
100 - North of Main, East of Lutterloh	22
200 - North of Main, West Lutterloh to Leon River	2
300 - South of Main, West of Lutterloh to Leon River	4
400 - South of Main, East of Lutterloh to Hy 36 ByPass	15
500 - West of Leon River in City Limits	4
600 - East of Hy 36 ByPass, South of Osage Rd, North of FM 107	5
700 - South FM 107, Ft Gates Area, in City Limits	4
8413 - North 84, East 36, South 929	4
8414 - North Fm 929, East Hy 36	4
8415 - East FM 116, West Hy 36, South Hy 84	11
8416 - North West Hy 84, West Hy 36	1
8417 - West FM 116, South FM 1783, South Slater Rd	1
8418 - North FM 1783, South Hy 84, West FM 116	3
8419 - South Hy 84 East, East Hy 36	2
8420 - South Mountain	1
900 - TDCJ Units and Property	1
903 - Hamilton County	1
EV - EVANT	4
FLat - Flat	4
JO - Jonesboro	5
LEV - Levita	2
OG - Oglesby	5

51 City

50 County

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.

ZONE	# INCIDENTS
TV - Turnersville	1
<b>TOTAL:</b>	<b>106</b>

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included.  
Archived Zones cannot be unarchived.



## **Building Permits June 2023**

### **June 2023**

506 N. Lutterloh Ave. Lot 3 Block 3 Chrisman J T Teal Property Group, LLC	Residential Remodel Business Commercial Rec. #	#2023-45 2,024 Sq. Ft. 6/13/2023
Veterans Memorial Loop 0782 E. Norton City of Gatesville	Awning/Sullivan Field Community Facility No Charge	#2023-28  6/14/2023
2530 Powell Dr. Lt 21 Blk 2 Eastwood Park CAB Development Co.	Garage Enclosure Residential Single Family Rec. #	#2023-39 1,233 Sq. Ft. 6/14/2023
505 S. 14 <sup>th</sup> Street Pt. lot 1 & 2 Blk 1 Wells Add. Adair Homes	New Residence Residential Single Family Rec. #405114	#2023-42 1,658 Sq. Ft. 6/14/2023
507 S. 14 <sup>th</sup> Street Pt. lot 1 & 2 Blk 1 Wells Add. Adair Homes	New Residence Residential Single Family Rec. #405114	#2023-43 1,342 Sq. Ft. 6/14/2023
113 Pamela Dr. Lot 1 Block 1 Harvey Addn. Erick Montalvan	Swimming Pool & Deck Residential Single Family Rec. #405814	#2023-49 384 Sq. Ft. 6/28/2023
115 Dodds Creek Dr. Lot 9 Block 2 Cliff Creek Est. Lewis Smith	Residential Remodel Residential Single Family Rec. #405876	#2023-46 1,904 Sq. Ft. 6/29/2023
106 S. Hwy 36 Bypass Pt. Block 2 Southeast Annex Spur Chevrolet	New Sign Business Commercial Rec.#405868	S-2032-6 \$3,750.00 6/29/2023
1012 E. Main St. N 25' Lt 2&8 Blk 18 Org. Town Isai Licea	Residential Remodel Business Commercial Rec.#	#2023-13 1, 338 Sq. Ft. 6/29/2023
112 Inwood Dr. Lot 6 Block 4 Oak Grove Sub Kenneth Weddle	Storage Building 20 X 25 Residential Single Family Rec. #	#2023-44 500 Sq. Ft. 6/29/2023

## **Building Permits June 2023**

### **June 2023 continued**

510 E. Leon St. Lot 1 Blk 1 Coryell Co. Jail Coryell County Jail	County Jail Addition Business Commercial No Charge	#2023-47 4,974 Sq. Ft. 6/29/2023
116 Inwood Dr. Lot 8 Block 4 Oak Grove Sub Cummings Homes	New Residence Residential Single Family Rec. #	#2023-50 2,226 Sq. Ft. 6/29/2023

JUNE 2023  
PERMITS & ZONING ACTIONS

BUILDING PERMITS	<u>11</u>
ELECTRICAL PERMITS	<u>2</u>
PLUMBING PERMITS	<u>10</u>
ROOFING PERMITS	<u>5</u>
MECHANICAL PERMITS	<u>1</u>
SIGN PERMITS	<u>1</u>
EXCAVATION PERMITS	<u>      </u>
LIVESTOCK PERMITS	<u>      </u>
SOLICITOR PERMITS	<u>      </u>
CONDEMNED STRUCTURES	<u>      </u>
DEMOLISHED OR MOVED STRUCTURES	<u>1</u>
BUILDING PERMIT VIOLATION	<u>      </u>
ZONING CODE VIOLATIONS	<u>      </u>
WATER TAPS	<u>1</u>
<b>(Water Meter &amp; box only)</b>	<u>      </u>
SEWER TAPS	<u>3</u>
WATER VIOLATIONS	<u>      </u>
SEWER VIOLATIONS	<u>      </u>
MUNICIPAL COURT ORDERS RETURNED	<u>      </u>
RELEASE OF ASSESSED LIENS	<u>      </u>
PLANNING & ZONING MEETINGS	<u>      </u>
BOARD OF ADJUSTMENT MEETINGS	<u>      </u>

## **Building Permits May 2023**

### **May 2023**

1408 Mary St. Lt 2a Blk 1 Mary & Barnes Jack Herring Homes	New Residence Residential 2-4 Family Rec. #400483	#2023-31 1,050 Sq. Ft. 5/3/2023
1507 Barnes St. Lt 3a Blk 1 Mary & Barnes Jack Herring Homes	New Residence Residential 2-4 Family Rec. #400490	#2023-32 1,066 Sq. Ft. 5/3/2023
201 N. 26 <sup>th</sup> St. Lt 16 Blk 2 Eastwood Park Crystal Conklin	Carport 12 X 24 Residential Single Family Rec. #402477	#2023-26 288 Sq. Ft. 5/3/2023
601 S. 14 <sup>th</sup> St. Lt 9 N ½ Blk 1 Wells Addn. Ricky Moore	New Manufactured Home Residential Single Family Rec. #400407	#2023-20 2,128 Sq. Ft. 5/4/2023
316 State School Rd. Lt 11 Blk 7 Northern Annex Luke Salter	New Manufactured Home Ag Suburban Home-sites Rec. #401809	#2023-17 1,344 Sq. Ft. 5/10/2023
404 Bluestem Dr. Lt 3 Blk 1 Valley View Est. Shane & Cody Smith	Residential Remodel Residential Single Family Rec. #401974	#2023-23 1,271 Sq. Ft. 5/10/2023
1401 Saunders St. #2 S. Pt. Lt 1 Blk 80 Org. Town Tim & LaJean Muegge	Residential Remodel Residential 2-4 Family Rec. #401821	#2023-30 783 Sq. Ft. 5/10/2023
1108 Baldrige Dr. Lot 11 Block 12 Westview Rafaela Romero	Residential Addition Residential Single Family Rec. #401868	#2023-15 500 Sq. Ft. 5/15/2023
1109 Waco St. Block 5 Lutterloh Addn. Lute Sullins	Residential Remodel Residential 2-4 Family Rec. #	#2023-29 2,063 Sq. Ft. 5/26/2023
506 ½ S. 6 <sup>th</sup> St. NE Lt 10 Blk 97 Org. Town J T Teal Property Group, LLC	Residential Remodel Residential 2-4 Family Rec.#	#2023-38 672 Sq. Ft. 5/26/2023

MAY 2023  
PERMITS & ZONING ACTIONS

BUILDING PERMITS	<u>10</u>
ELECTRICAL PERMITS	<u>5</u>
PLUMBING PERMITS	<u>9</u>
ROOFING PERMITS	<u>10</u>
MECHANICAL PERMITS	<u>2</u>
SIGN PERMITS	<u>          </u>
EXCAVATION PERMITS	<u>          </u>
LIVESTOCK PERMITS	<u>1</u>
SOLICITOR PERMITS	<u>          </u>
CONDEMNED STRUCTURES	<u>          </u>
DEMOLISHED OR MOVED STRUCTURES	<u>          </u>
BUILDING PERMIT VIOLATION	<u>          </u>
ZONING CODE VIOLATIONS	<u>          </u>
WATER TAPS	<u>2</u>
<b>(Water Meter &amp; box only)</b>	<u>3</u>
SEWER TAPS	<u>3</u>
WATER VIOLATIONS	<u>          </u>
SEWER VIOLATIONS	<u>          </u>
MUNICIPAL COURT ORDERS RETURNED	<u>          </u>
RELEASE OF ASSESSED LIENS	<u>          </u>
PLANNING & ZONING MEETINGS	<u>          </u>
BOARD OF ADJUSTMENT MEETINGS	<u>          </u>

## JUNE STREET REPORT 2023

- 6-1 thru 6-6 chip seal Valley View Addition
- Chip seal Magaldi St
- Patched & cleaned up Elm St, Dove Ln, Kim St & Dixon
- Start ROW mowing (overpass)
- Chip seal Dixon & Cottonwood St
- Mowing on ROW again & Airport
- Filled in Graves at Restland
- Repair pot holes
- Cleaned parking lot at the Rotunda
- Cleaned vehicles & equipment
- Repair street signs & continue mowing
- Install culvert at entrance of FL Park and repair drainage
- Continue repairs on pot holes and open holes
- Street sweeping
- Start paving (HMAC) Alta Mira St
- Repair some more street signs
- Continue cleaning and repair of other streets to be paved
- Clean equipment and yard
- Holiday 6-19
- 6-20 continue working on open holes and pot holes
- Pave 14<sup>th</sup> & Pleasant Streets
- Repair Valley Gutter and Storm Drain – Lutterloh & St. Louis St.
- R&R Valley Gutter at Fennimore & Pidcoke
- Continue paving St. Louis St.
- Repair soft spot on 10<sup>th</sup> Street and St Louis getting ready for paving
- Trim Trees and vines on 10<sup>th</sup> Street, also cleaned street
- Put up signs at City Hall
- Finish paving 10<sup>th</sup> Street and Waco Street
- Put up Banners on Main Street for the 4<sup>th</sup> of July
- Move all equipment back to yard and start cleaning



## May Street Report 15<sup>th</sup> – 31<sup>st</sup>

- . Kenneth done some street sweeping – Robert worked on street signs
- . worked on putting boards on the Leon Bridge for Donut Dash
- . repair open holes and pot holes
- . weed eat at the Airport
- . Robert done some street sweeping
- . Continued street repairs in Valley View
- . Done some more tree trimming and ROW mowing
- . Finish setting up for Donut Dash and worked on some pot holes
- . Mowed City Yard and cleaned
- . Storms Friday night some trees down some cleaned up and finish on Monday
- . Clean and pick up from Donut Dash and also the storms from Friday night
- . Still working in Valley View Street repairs, also repairing some of Fort Gates Water, holes in the road.
- . Cut up more trees from winds
- . Put up Banners for Memorial Day
- . Went to Temple for CRS-2 oil for chip seal
- . Went t Kempner for cold mix
- . Took down Banners on Main St
- . Start Chip Sealing in Valley View

## Water Production Department Head Report July 10, 2023

- Raw Water Pump #4 repair has been awarded to Jurgensen Pump and the parts are onsite at their facilities. Work is currently in progress and is scheduled to be completed in September.
- #1 pump motor at BP#2 failed after 35 years of service and is currently at Evan Enterprises getting rebuilt. It should be back in service around July 20<sup>th</sup>.
- Clarifier #2 has been drained, cleaned, and will be refilled and shocked and go back in service on July 12<sup>th</sup>.
- Lagoon #2 was drained and dried out in May and the dried sludge was removed and hauled to the onsite drying area in June. The lagoon has been returned to service and lagoon #3 has been taken offline for drying and sludge removal.
- A conversion to free chlorine has been planned to begin on July 17<sup>th</sup> to rid our entire wholesale water system, distribution system, and wholesale customer's systems of nitrite/nitrates, excess ammonia, and biofilm growth. We will convert back to monochloramines on August 17<sup>th</sup>.

Zeb Veazey  
Water Production Superintendent

## STILLHOUSE

- ✓ Install new conveyor belt on belt press
- ✓ Install rebuilt influent pump
- ✓ Install new RAS pump
- ✓ Mow and weed eat
- ✓ Soil samples from Carothers
- ✓ Install new stainless steel chain on RAS pumps
- ✓ TCLPS sludge samples
- ✓ Run belt press 13 total hours
- ✓ Daily process controls
- ✓ Budget Meeting
- ✓ Rehab and clean grass out of all the drying beds (8)
- ✓ Still In process of the Land application permit it at TCEQ

## LEON

- ✓ Install new conveyor belt on belt press
- ✓ Install RAS pump
- ✓ Mow and weed eat
- ✓ Run belt press 84 total hours
- ✓ Daily process controls

## LIFT STATIONS/COLLECTIONS

- ✓ Sewer stop up at Creek Cliff EST
- ✓ Replace blown out 90 degree elbow at FT Gates LS
- ✓ Clean and replace all floats at Intermediate LS
- ✓ Spray herbicide at all LS
- ✓ Replace all floats at 107 LS
- ✓ Fix force main leak at 3700 South hwy 36
- ✓ Fix force main leak at 3700 South hwy 36
- ✓ Clean and vacuum all lift stations
- ✓ Mow and weed eat all Lift Stations
- ✓ Daily checks and inspections
- ✓ Anchor man hole and install new asphalt behind Cefco in Ft Gates
- ✓ Rehab the concrete on Fort Gates LS
- ✓ Wash and cleaned all Lift station
- ✓ Started CIP project on Manhole rehabs with Vortex

## STILLHOUSE

- Soil samples at Carothers
- Install RAS pump
- Process control of plant
- Clean clarifiers
- Install influent pump
- Run belt press

## LEON

- Install RAS pump
- Mow
- Belt Press (140hrs)
- Process control of plant
- Housekeeping (washing, cleaning and general upkeep)
- Install new conveyor belt on press

## LIFT STATIONS & COLLECTIONS

- Replace floats at Intermediate
- Replace elbow at Fort Gates
- Stop up at Creek Cliff
- Replace floats at 107&36
- Mow, weed eat and spray weeds at lift stations
- Camera Sewer line at Valleyview for 5 Star
- Force main leak in front of Fincher's
- Fix antenna for 107 and Intermediate
- Force Main leak near Intermediate
- Vacuum Intermediate, Valleyview, Chick town and Fort Gates
- Redo lid & ring behind Fort Gates CEFCO
- Force Main Leak 3700 HWY 36
- Rehab Manholes 0060, 0128, 0129, 0127A, 0112, 0109, 0108, 0102, 0104, 0278, 0265, 0255C, 0282, 0301, 0255B, 0303, 0296 and 0325
- Rehab Fort Gates lift station



WA	6/9/2023	9:00 AM	107 AUSTIN		DA KL	CN	WATER SERVICE LEAK	REPAIRED 3/4" SERVICE LINE WITH .88 CLAMP.	600
SE	6/12/2023	8:43AM	1719 BARNES		DA	DA	RICHARD BARROW SEWER 941-580-4913 HAD 4" CLEAN OUT AND PLUMBER COULD NOT UNSTOP	REPLACED 12 FEET OF 6" CLAY TILE SEWER MAIN AND ALL OF 4" SERVICE LINE.	
WA	6/14/2023	10:46 AM	723 OLD PIDCOKE		DA KL NO EA	DA	TROY CHASTEEN 254-223-2836	REPLACED 3 FEET OF 3/4" SERVICE LINE.	800
WA	6/14/2023	11:02 AM	210 N 10TH		CN	CN	409-926-2858 ODELL BANKERS	FLUSHING	25,000
WA	6/14/2023	2:53 PM	722 OLD PIDCOKE		DA KL EA NO	DA	254-206-7896 CHRISTY - WAITING ON LINE LOCATES	REPLACED 3 FEET OF 3/4" SERVICE LINE.	400
SE	6/18/2023	9:00 AM	FORCE MAIN HWY 36		DA RH	DA	FORCE MAIN LEAK	REPLACED 4 FEET OF 6" FORCE MAIN.	
SE	6/21/2023	8:00 AM	FORCE MAIN HWY 36		DA KL	DA	FORCE MAIN LEAK	REPLACED 3 FEET OF 6" FORCE MAIN.	
WA	6/21/2023	10:00 AM	118 NORTH 31ST STREET		DA KL NO RH CR	DA	WATER SERVICE LEAK	REPLACED 2 FEET OF 1" SERVICE LINE.	600
WA	6/21/2023	12:00 PM	505 S. 14TH ST		DA KL NO RH CR	DA	WATER TAP & 4" SEWER TAP	3/4" NEPTUNE V5 METER, SERIAL# 14088150, MIU# 702239526, READING=0	
WA	6/21/2023	12:00 PM	507 S. 14TH ST		DA KL NO RH CR	DA	WATER TAP & 4" SEWER TAP	3/4" NEPTUNE V5 METER, SERIAL# 11230468, MIU#700936428, R= 132	
SE	6/22/2023	3:08PM	1600 VENUS		RH	CN	TAMMY PRYOR 254-500-6364 FLUSH FIRE HYDRANTS	FLUSHED LINE	6000
WA	6/23/2023	8:05PM	201 N 24TH		RH CR	DA	JOE EDMOND 254-624-6084 CANT SHUT OFF METER, NEEDS TO REPAIR LEAK IN SHOWER	TURNED OFF	



SE	6/23/2023	8:06AM	4609 S HWY 36- CEFCO IN FT GATES	DA KL	DA	MIKE 254-247-9340 SEWER MANHOLE COVER IS OPEN	REPAIRED UID ASPHALTED BACK	
WA	6/23/2023	8:08AM	514 FM 116	DA	DA	DONNA TAYLOR SAID SHE HAS LOW WATER PRESSURE	JOHN WAS FLUSHING WATER MAINS.	50,000
WA	6/23/2023	3:16PM	501 SAUNDERS	NO RH CR	NO	SAMANTHA 254-278-8443 LEAK AT METER, NEEDS TO KNOW IF IT IS ON HER SIDE	ON CUSTOMER	
WA	6/23/2023	10:24AM	117 SUNNY LANE	DA	DA	METER LEAKING ON CITY SIDE FOR MONTHS	SPRINKLER SYSTEM LEAKING	
WA	6/26/2023	8:00 AM	601 SOUTH 14TH	DA KL EA	CN	WATER TAP	3/4" NEPTUNE V5 METER, SERIAL# 14088167, MIU# 702240752, R=0	
SE	6/26/2023	10:00 AM	213 RIVER PLACE WEST	RH NO	RJ/NO	MARLENE # 512-413-4314 WANTS CITY TO CHECK MANHOLE FOR SEWER BACKUP	Per Nick and Rj, manhole is clear. She needs to add a clean out by the road.	
SE	6/26/2023	3:13PM	304 AVE C	RH	DA	KATY MENGELKAMP 254-216-1647 SEWER BACKING UP	ON CUSTOMER	
WA/SE	6/27/2023	8:00 AM	CORNER OF HWY36 AND HWY 84	DA CN KL EA	CN	LINE LOCATES FOR NEXTLINK	DUG POT HOLES TRYING TO LOCATE THE 12" AND 16" WATER MAINS.	
WA/SE	6/28/2023	8:00 AM	CORNER OF HWY36 AND HWY 84	DA CN KL EA	CN	LINE LOCATES FOR NEXTLINK	DUG POT HOLES TRYING TO LOCATE THE 12" AND 16" WATER MAINS.	
SE	6/28/2023	8:30:00 AM	109 WILLOW LANE	CR RH NO	CN	SEWER TAP	TAP MADE	
WA	6/28/2023	10:32 AM	912 E MAIN	EA KL	DA	WATER LEAK	ON CUSTOMER	





SE	5/4/2023	8:26AM	104 MESA	EA	ETHAN	DARRELL BUNGER 254-223-2233 SEWER BACKING UP	RAN SERVICE 30 FEET.	
SE	5/4/2023	8:26AM	103 AUSTIN	EA	ETHAN	JOE 254-216-0787 SEWER BACKING UP	RAN SERVICE 10 FEET.	
SE	5/4/2023	9:32AM	304 LIVEOAK	EA	ETHAN	LUIS 254-229-9752 SEWER BACKING UP	REPLACED 8 FEET OF 4" SEWER SERVICE.	
	5/5/2023	9:15AM	2313 OSAGE	DA KL EA	DA	CALEB HITT	RAN SERVICE 15 FEET.	
WA	5/5/2023	4:02 PM	106 OLD WACO RD	DA EA KL	DA	WATER STANDING IN THE DITCH	REPLACED WHEEL VALVE ON 1 1/2 GALVANIZED MAIN.	
SE	5/9/2023	8:16 AM	1110 WESTVIEW DRIVE	KL EA	DA	SEWER BACK UP	RAN SERVICE 15 FEET.	
SE	5/9/2023	8:49 AM	2403 BRIDGE ST	DA EA	DA	SEWER BACK UP	RAN 8 FEET.	
SE	5/11/2023	8:53AM	1719 BARNES	RJ CR NO	CN	RICHARD BARROW SEWER 941- 580-4913	RAN SERVICE 20 FEET	
WA	5/11/2023	9:00 AM	307 CARROL DRIVE	DA KL EA	CN	WATER SERVICE LEAK	REPAIRED SERVICE WITH .88 CLAMP.	
SE	5/15/2023	6:00 PM	3406 ROYAL	CR	CR	SEWER SERVICE STOP UP	ON CUSTOMER	
WA	5/16/2023	7:00 PM	1200 BLOCK OF WACO ST.	CN CR DA NO RJ	CR	WATER MAIN LEAK	REPLACED 4 FEET OF 6 INCH DUCTILE IRON MAIN WITH PVC	150,000
SE	5/17/2023	12:25PM	1703 E MAIN ST	DA RJ	DA	SEWER BACKUP CHRIS SHOCKLEY 254-347-7123	RAN SERVICE 12 FEET HIT LOTS OF GREASE.	
WA	5/19/2023	8:25 AM	102 DODDS CREEK	DA	DA	WATER SERVICE LEAK	NO LEAK	
WA	5/19/2023	12:39 PM	12TH & DEPOT	DA	DA	WATER LEAK	LEAK IS ON MOUNT CALVARY CHURCH.	
WA	5/19/2023	2:01 PM	116 N 31ST	DA CR KL EA NO RJ	DA	WATER SERVICE LEAK	REPAIRED SERVICE WITH 1.05 CLAMP.	300
SE	5/19/2023	8:00 PM	1202 BALDRIDGE	EA	EA	SEWER SERVICE STOP UP	RAN SERVICE 10 FEET.	





## **Gatesville Police Department**

### **Monthly Activity Report**

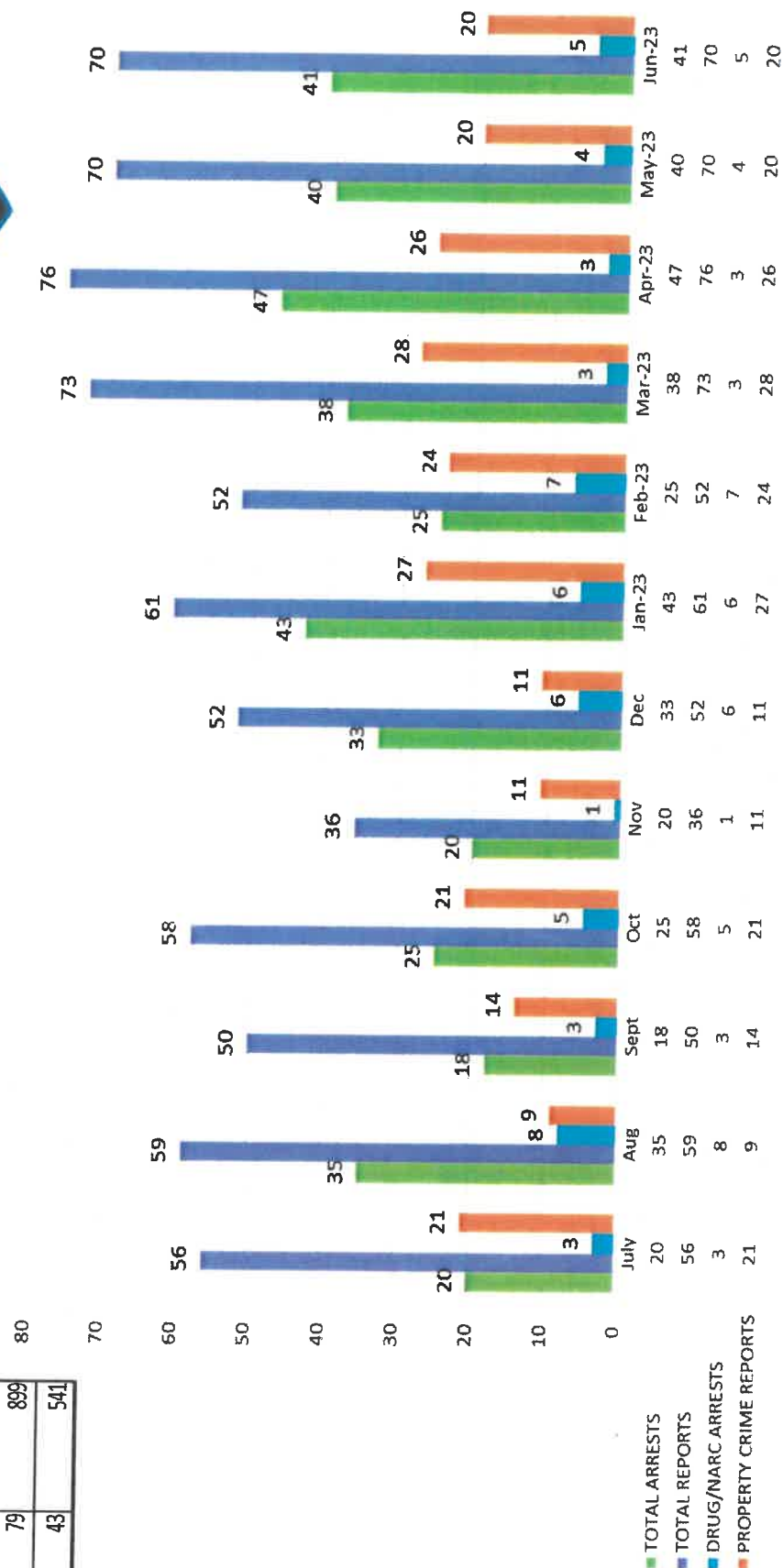
**June 2023**



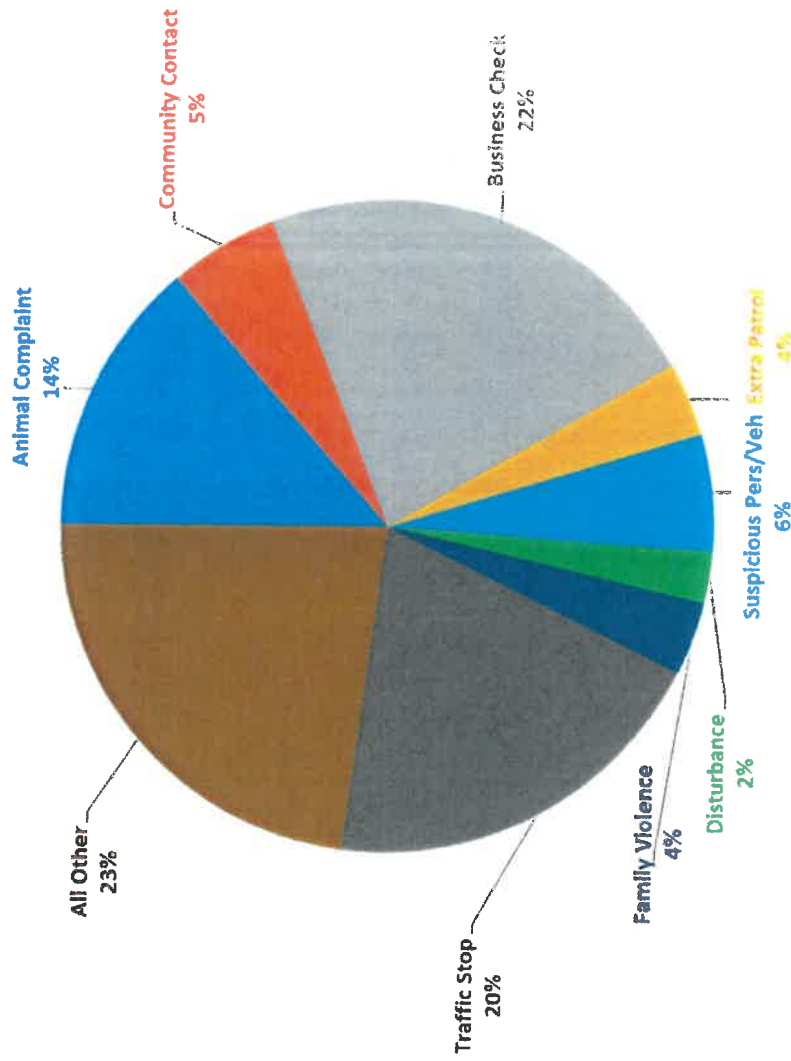
# GATESVILLE POLICE DEPARTMENT PAST 12 MONTHS' ACTIVITY REPORT



	Jun-23	Past 12 Months
Calls for Service	1,327	23,349
Warnings	141	1,235
Citations	153	1,117
Code Enf. Contacts	79	899
Code Enf. Compliance	43	541



## JUNE 2023 CALL DISTRIBUTION



## Most Common Calls, by Type

Animal Complaint	181
Community Contact	72
Business Check	300
Extra Patrol	48
Suspicious Pers/Veh	77
Disturbance	34
Family Violence	48
Traffic Stop	263
All Other	304

## Officer vs. Citizen-Initiated Calls JUNE 2023



# Animal Control Activity, Y.T.D.

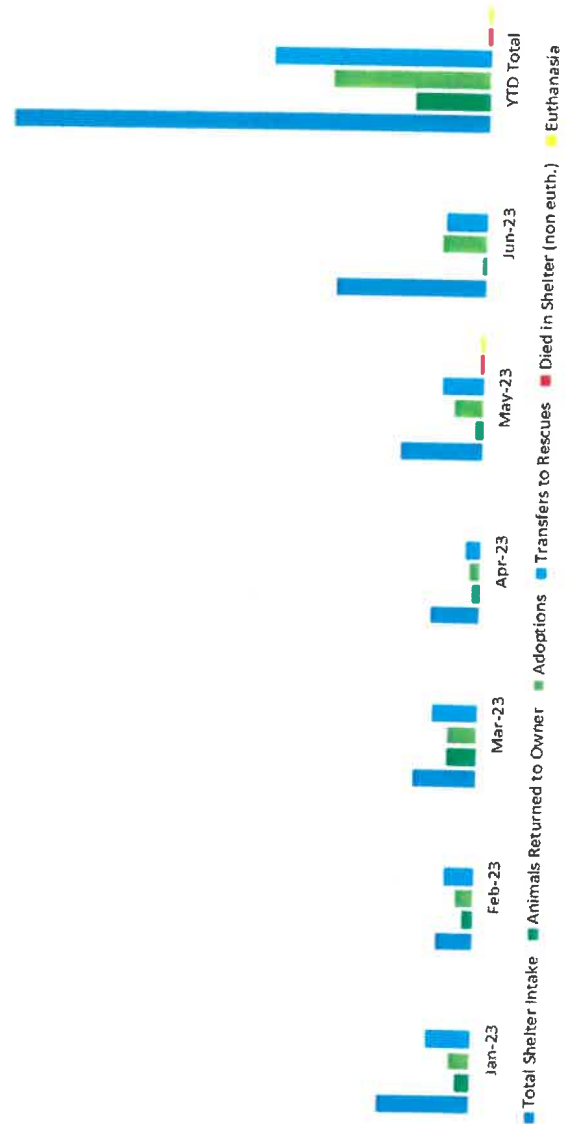
Animal Control Activity	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD Total
Total Calls for Service	116	85	136	151	200	181	869
TNR Intake	n/a	n/a	12	16	24	18	70
TNR Release to Wild	n/a	n/a	12	15	19	14	60



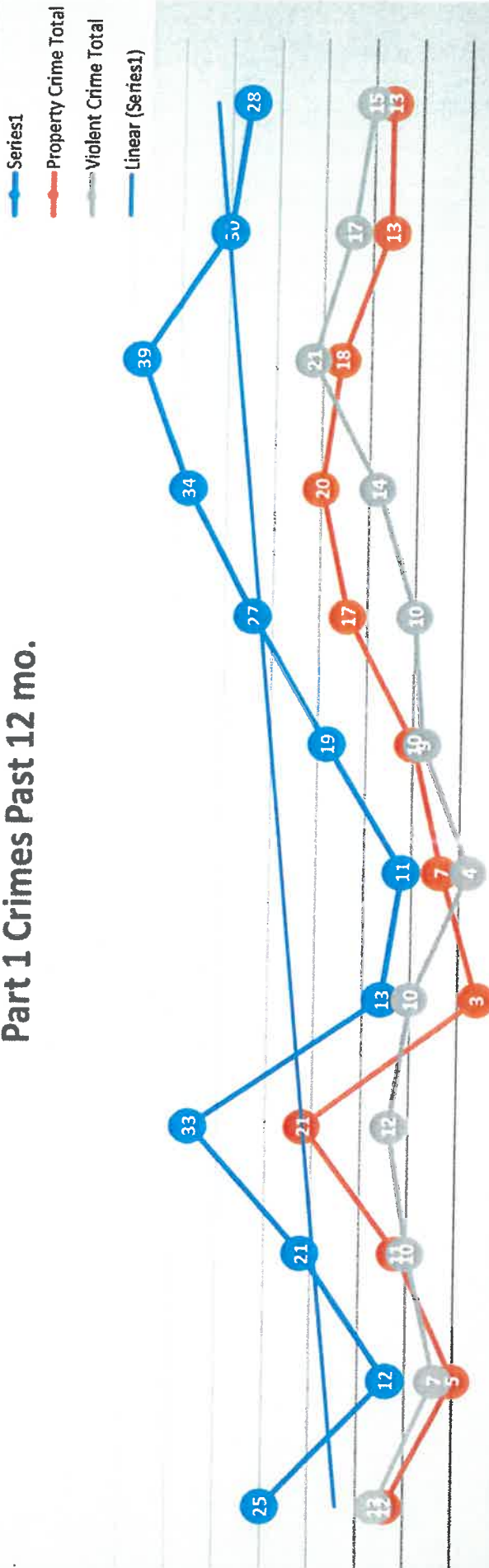
## Animal Shelter Activity, Y.T.D.

140

Animal Shelter Activity	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD Total
Total Shelter Intake	25	10	17	13	22	40	127
Animals Returned to Owner	4	3	8	2	2	1	20
Adoptions	6	5	8	3	8	12	42
Transfers to Rescues	12	8	12	4	11	11	58
Died in Shelter (non euth.)	0	0	0	0	1	0	1
Euthanasia	0	0	0	0	1	0	1



## Part 1 Crimes Past 12 mo.



	JUL-22	AUG-22	SEP-22	OCT-22	NOV-22	DEC-22	JAN-23	FEB-23	MAR-23	APR-23	MAY-23	JUN-23
Burglary	1	2	3	1	0	4	2	4	10	4	2	7
Motor Vehicle Theft	1	1	2	7	0	1	0	1	2	0	0	1
Theft	10	2	6	13	3	2	8	12	8	14	11	5
Property Crime Total	12	5	11	21	3	7	10	17	20	18	13	13
Assault	13	7	9	11	10	4	9	10	11	20	16	15
Robbery	0	0	0	1	0	0	0	0	1	0	0	0
Homicide	0	0	0	0	0	0	0	0	1	0	0	0
Sexual Assault	0	0	1	0	0	0	0	0	1	1	1	0
Violent Crime Total	13	7	10	12	10	4	9	10	14	21	17	15
PART 1 TOTALS:	25	12	21	33	13	11	19	27	34	39	30	28





P113

## **Gatesville Police Department**

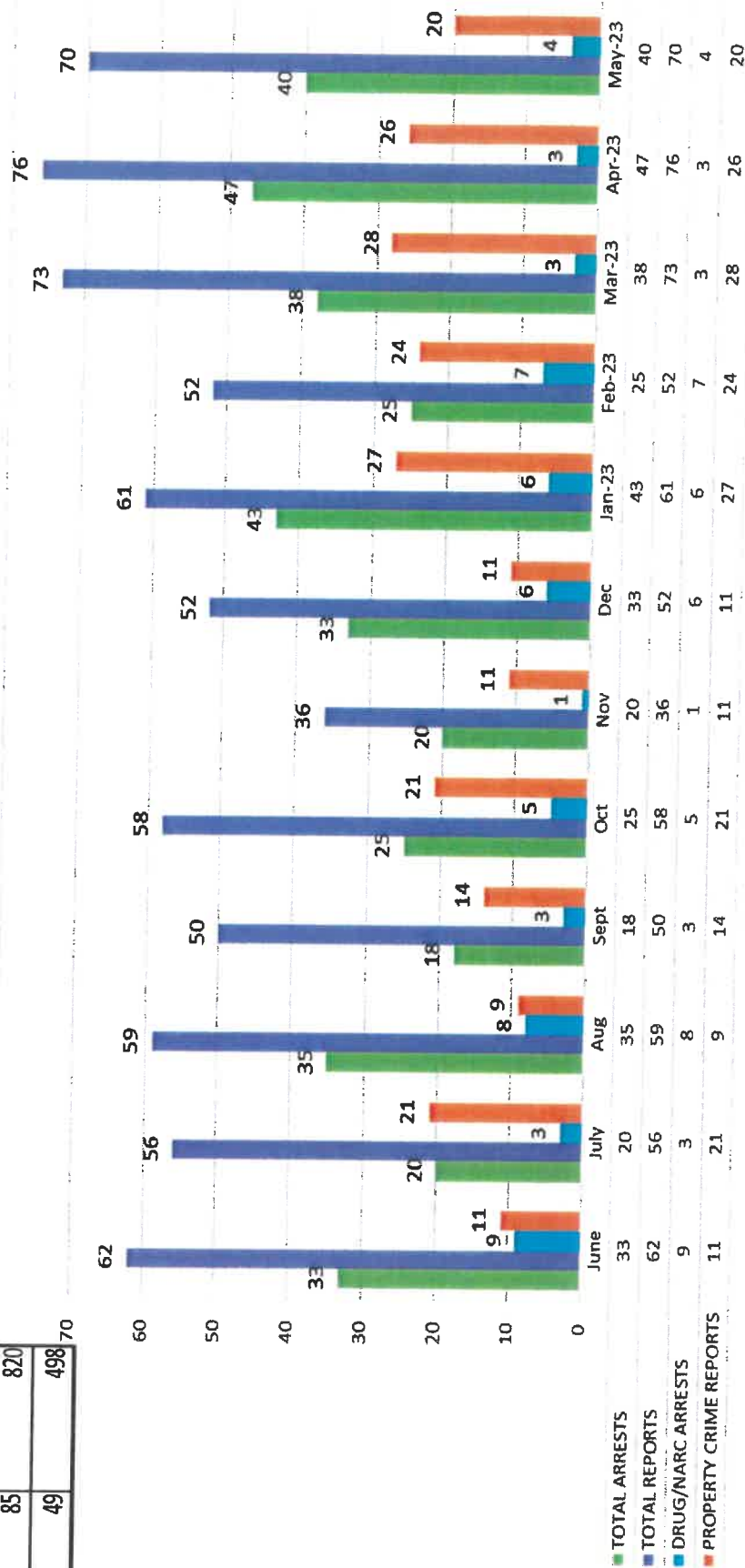
### **Monthly Activity Report**

**May 2023**

# GATESVILLE POLICE DEPARTMENT PAST 12 MONTHS' ACTIVITY REPORT

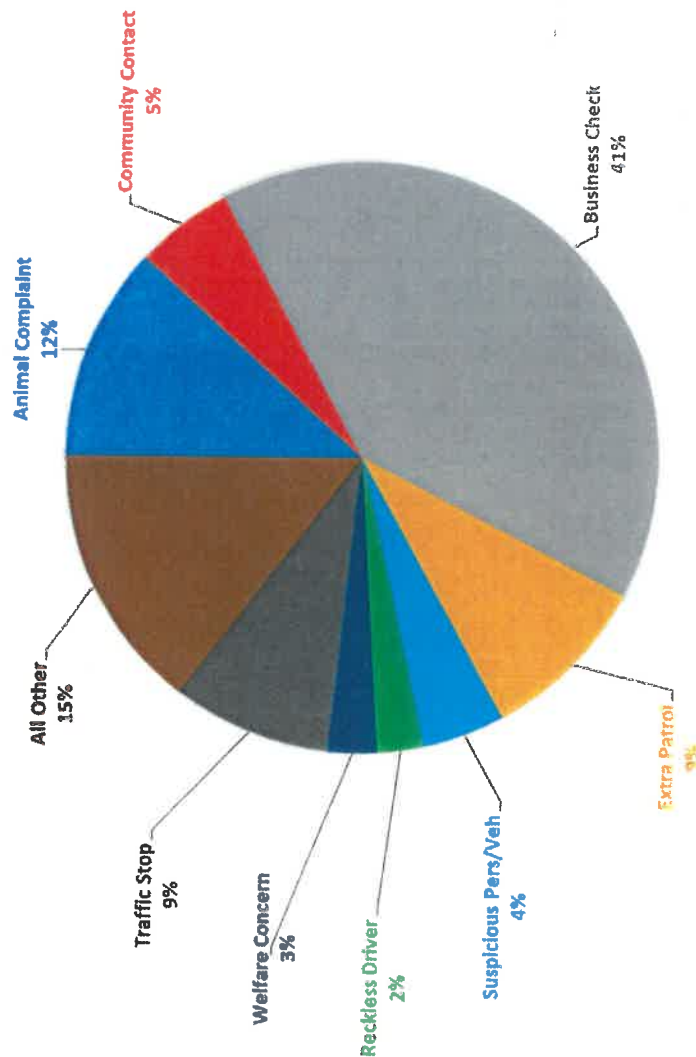


	May-23	Past 12 Months
Calls for Service	1,709	23,713
Warnings	91	1,198
Citations	93	1,029
Code Enf. Contacts	85	820
Code Enf. Compliance	49	498





### MAY 2023 CALL DISTRIBUTION



### Most Common Calls, by Type

Animal Complaint	200
Community Contact	91
Business Check	693
Extra Patrol	160
Suspicious Pers/Veh	77
Reckless Driver	43
Welfare Concern	45
Traffic Stop	149
All Other	251

### Officer vs. Citizen-Initiated Calls May 2023

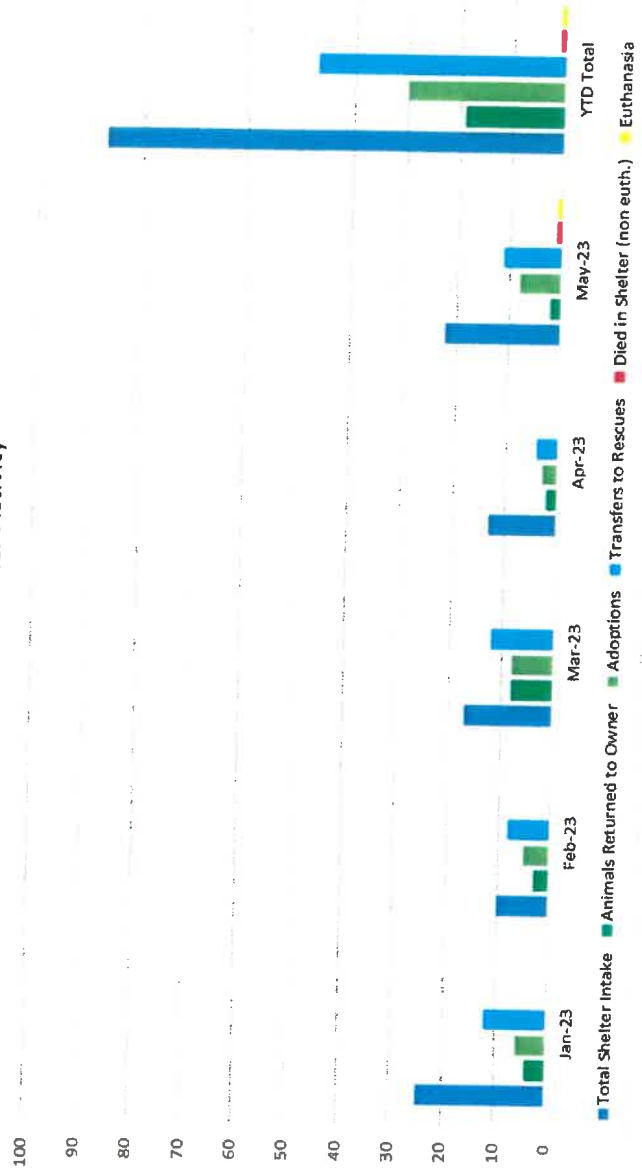


■ Officer-Initiated   ■ Citizen Call for Service

## Animal Control Activity



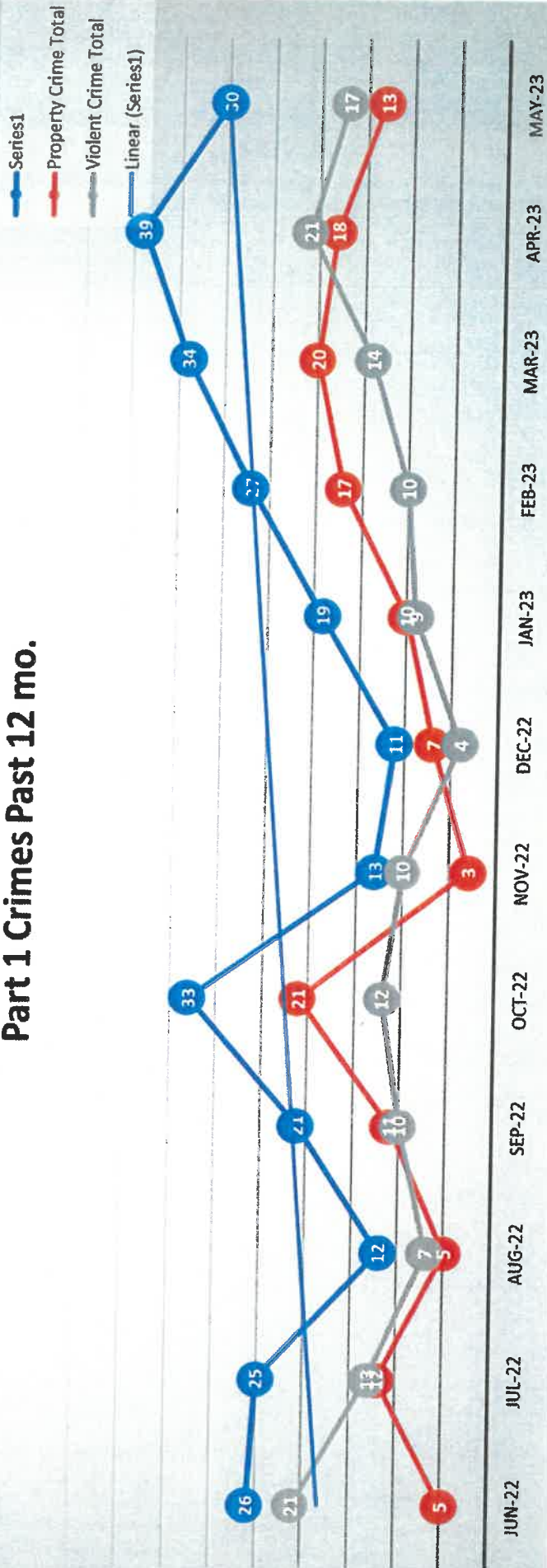
## Animal Shelter Activity



Animal Control Activity	Jan-23	Feb-23	Mar-23	Apr-23	May-23	YTD Total
Total Calls for Service	116	85	136	151	200	688
TNR Intake	n/a	n/a	12	16	24	52
TNR Release to Wild	n/a	n/a	12	15	19	46

Animal Shelter Activity	Jan-23	Feb-23	Mar-23	Apr-23	May-23	YTD Total
Total Shelter Intake	25	10	17	13	22	87
Animals Returned to Owner	4	3	8	2	2	19
Adoptions	6	5	8	3	8	30
Transfers to Rescues	12	8	12	4	11	47
Died in Shelter (non euth.)	0	0	0	0	1	1
Euthanasia	0	0	0	0	1	1

## Part 1 Crimes Past 12 mo.



	JUN-22	JUL-22	AUG-22	SEP-22	OCT-22	NOV-22	DEC-22	JAN-23	FEB-23	MAR-23	APR-23	MAY-23
Burglary	2	1	2	3	1	0	4	2	4	10	4	2
Motor Vehicle Theft	0	1	1	2	7	0	1	0	1	2	0	0
Theft	3	10	2	6	13	3	2	8	12	8	14	11
Property Crime Total	5	12	5	11	21	3	7	10	17	20	18	13
Assault	20	13	7	9	11	10	4	9	10	11	20	16
Robbery	0	0	0	0	1	0	0	0	0	1	0	0
Homicide	0	0	0	0	0	0	0	0	0	1	0	0
Sexual Assault	1	0	0	1	0	0	0	0	0	1	1	1
Violent Crime Total	21	13	7	10	12	10	4	9	10	14	21	17
PART 1 TOTALS:	26	25	12	21	33	13	11	19	27	34	39	30

# Municipal Court - Monthly Case Report

Month: JUNE 2023

## Plead Guilty /No Contest

Closed/paid	33
On 30-day extension	11
On payment plan	21
Total	65

## Deferral Options

Requested Deferral	10
Approved Deferral	4
Approved Defensive Driving	25
Continuance Per Prosecutor	
Continuance Per Judge	
Total	39

## Dismissals Required by Law

Provided Insurance Dismissal	1
Compliance Dismissal	2
Completed Defensive Driving	4
Completed Deferral	
Total	7

## Set for a Court Date

Juvenile	1
Minor	
Uncontested	1
Contested (Plead Not Guilty)	
Pre-trial	7
Jury Trial	
Show Cause	
Motion To Revoke	
Total	9

## Initial Appearance

Need to make appearance	46
Late Notice & Pending AW	6
Total	52

## Dismissals Motions

Dismissed per Judge	
Dismissed per Prosecutor	1
Dismissed per Complainant	1
Found Indigent	
Total	2

Total 174

## Warrants Issued by Court

VPTA & FTA	
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Total 174

# Municipal Court - Case Status Report

**Court Date: June 22, 2023**

## Cases on the Docket

Juvenile	
Minor	
Uncontested	
Contested (Plead Not Guilty)	
Pre-trial	7
Jury Trial	
Show Cause	
Motion To Revoke	
Pending Arrest	
Pending Capias	

Total Cases 7

## Plead Guilty /No Contest

Closed/paid	
On 30-day extension	1
On payment plan	

Total 1

## Deferral Options

Approved Deferral	2
Approved Defensive Driving	
Approved Community Service	
Continuance Per Judge	
Continuance Per Prosecutor	

Total 2

## Found Not Guilty

Total 7

## Rescheduled

Per Defendant/Attorney	
Per Judge	
Per Prosecutor	1
Per Officer	
Per Complainant	
Pled Not Guilty	1

Total 2

## No Show's

Took Care Before Court Date	1
Revoked	
Failure To Appear/No Show	1

Total 2

## Dismissals Required by Law

Provided Insurance Dismissal	
Compliance Dismissal	
Completed Defensive Driving	
Completed Deferral	

Total 0

## Dismissal Motions

Dismissed Per Prosecutor	
Dismissed Per Judge	
Dismissed Per Complainant	

Total 0

# Municipal Court - Monthly Case Report

Month: MAY 2023

## Plead Guilty /No Contest

Closed/paid	35
On 30-day extension	1
On payment plan	12
Total	48

## Deferral Options

Requested Deferral	2
Approved Deferral	3
Approved Defensive Driving	13
Continuance Per Prosecutor	
Continuance Per Judge	
Total	18

## Dismissals Required by Law

Provided Insurance Dismissal	1
Compliance Dismissal	4
Completed Defensive Driving	3
Completed Deferral	
Total	8

## Set for a Court Date

Juvenile	
Minor	2
Uncontested	7
Contested (Plead Not Guilty)	
Pre-trial	3
Jury Trial	
Show Cause	
Motion To Revoke	
Total	12

## Initial Appearance

Need to make appearance	5
Late Notice & Pending AW	20
Total	25

## Dismissals Motions

Dismissed per Judge	
Dismissed per Prosecutor	
Dismissed per Complainant	
Found Indigent	
Total	0

Total 111

## Warrants Issued by Court

VPTA & FTA	
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Total 111



# Municipal Court - Case Status Report

**Court Date: May 11, 2023**

## Cases on the Docket

Juvenile	
Minor	
Uncontested	
Contested (Plead Not Guilty)	
Pre-trial	15
Jury Trial	
Show Cause	
Motion To Revoke	
Pending Arrest	
Pending Capias	

Total Cases 15

## Plead Guilty /No Contest

Closed/paid	1
On 30-day extension	1
On payment plan	1

Total 3

## Deferral Options

Approved Deferral	2
Approved Defensive Driving	1
Approved Community Service	
Continuance Per Judge	
Continuance Per Prosecutor	

Total 3

## Found Not Guilty

## Rescheduled

Per Defendant/Attorney	1
Per Judge	
Per Prosecutor	
Per Officer	
Per Complainant	
Pled Not Guilty	1

Total 2

## No Show's

Took Care Before Court Date	1
Revoked	
Failure To Appear/No Show	2

Total 3

## Dismissals Required by Law

Provided Insurance Dismissal	
Compliance Dismissal	
Completed Defensive Driving	
Completed Deferral	

Total 0

## Dismissal Motions

Dismissed Per Prosecutor	4
Dismissed Per Judge	
Dismissed Per Complainant	

Total 4

Total 15

# Municipal Court - Case Status Report

**Court Date: MAY 18, 2023**

## Cases on the Docket

Juvenile	3
Minor	
Uncontested	11
Contested (Plead Not Guilty)	
Pre-trial	
Jury Trial	
Show Cause	
Motion To Revoke	
Pending Arrest	96
Pending Capias	

Total Cases 110

## Plead Guilty /No Contest

Closed/paid	
On 30-day extension	
On payment plan	

Total 0

## Deferral Options

Approved Deferral	4
Approved Defensive Driving	2
Approved Community Service	
Continuance Per Judge	4
Continuance Per Prosecutor	

Total 10

## Found Not Guilty

## Rescheduled

Per Defendant/Attorney	
Per Judge	
Per Prosecutor	
Per Officer	
Per Complainant	
Pled Not Guilty	1

Total 1

## No Show's

Took Care Before Court Date	8
Revoked	
Failure To Appear/No Show	89

Total 97

## Dismissals Required by Law

Provided Insurance Dismissal	
Compliance Dismissal	
Completed Defensive Driving	
Completed Deferral	

Total 0

## Dismissal Motions

Dismissed Per Prosecutor	
Dismissed Per Judge	2
Dismissed Per Complainant	

Total 2

Total 110

## RECREATION DEPARTMENT REPORT

### Upcoming Youth Baseball/Softball Tournaments

- Small Town Select Baseball Tournament- August 26-27
- USSSA Baseball Tournament- September 16-17
- Small Town Select Baseball Tournament- October 1
- USSSA Baseball Tournament- October 7-8
- Small Town Select Softball Tournament- October 14-15
- USSSA Baseball Tournament- October 21-22
- USSSA Baseball Tournament- November 4-5
- Small Town Select Softball Tournament- November 11-12

Texas Teenage Baseball/Softball Association State Meeting- August 5 at the Gatesville Civic Center

City Pool closes to the general public (August 5) we will continue to offer pool parties until August 12.

Seth Phillips  
Recreation Director

## RECREATION DEPARTMENT REPORT

### **Athletics:**

Pickleball League- Registration June 1-June 30  
Men's Softball League- Registration June 5-July 7  
Coed Softball League- Registration June 5-July 7  
Disc Golf League- Registration July 24-August 31  
Youth Flag Football- Registration July 24-August 31  
Youth Volleyball- Registration July 24-August 31  
Select Youth Baseball/Softball Tournaments- August 26-27, October 1,  
October 14-15, November 11-12

### **Aquatics:**

Adaptive Swim Lessons (for kids with disabilities)- July 8, 15, 22, 29  
City Pool closes to general public (August 5) we will continue to offer  
pool parties until August 12.

**Seth Phillips**

Parks and Recreation Director



Cell: 254-535-4794

[sphillips@gatesvilletx.com](mailto:sphillips@gatesvilletx.com)

## Department Report—Library

Summer is here and we are preparing for the influx of children and their families here at the library. Summer Reading Started June 1<sup>st</sup> and will conclude on July 31<sup>st</sup>. The programs are:

### **ABC Yoga**

This yoga class goes through the ABCs with different positions. In years past it has been taught by Faye and Becky. This year we asked a professional yoga teacher, Linda Klontz, to teach.

Classes are on Mondays at 10 AM.

### **Legos**

- Tuesdays 11 AM
- During the month of June, we will have Lego classes. The children will be taught about different aspects of the community through building their perspective. At the end of the month, those who have attended will be given the opportunity to have their work judged by the community and a winner will be chosen.
- This class is open to 13 children due to limited room.
- Becky is the organizer and teacher for this class.

### **Pinterest Camp**

- Tuesdays 11 AM
- This camp will be in July following the completion of the Lego Class. This class has a STEAM and Community base, to teach the children about their community through arts and crafts.
- This class is limited to 13 children.
- Adara and Chaya are the teachers.

### **Hour of Code**

- Tuesdays at 2 PM.
- The class is open to 10 children.
- We will be playing coding games and introducing the children to the different coding languages for one hour.
- Teachers will vary for this class.

### **Storytime**

Storytime is divided into two classes. One class is Pre-school and is taught by Adara and the other class is for Elementary and is taught by Shea. Both classes have a STEAM foundation, and the first half of Storytime will be together to help give a sense of community then will separate for age-appropriate activities.

- Wednesdays at 11 AM.
- The state's theme is "In This Together" we are presenting this theme from a community perspective.

### **Field Trip**

This is a new class we are introducing this year. This gives children and the library the opportunity to interact with the community and the community will be given the opportunity to meet local children.

- The children will visit the following places:  
Wednesday June 7<sup>th</sup>      Coryell Museum Historical Center  
Wednesday June 28<sup>th</sup>    Police Department  
Friday June 30<sup>th</sup>        Coryell County Courthouse  
Wednesday July 5<sup>th</sup>     Fire Department
- Only elementary children are invited and must be accompanied by an adult.
- This program is lead by Becky and Shea.

### **Movies**

We will have movies on Thursdays for the Boys & Girls Club and Community. The movies start at 1:30 at the City Auditorium.

June 1<sup>st</sup>—Harry Potter and the Sorcerer's Stone (PG)

June 8<sup>th</sup>—Bad Guys (PG)

June 15<sup>th</sup>—Harry Potter and the Chamber of Secrets (PG)

June 22<sup>nd</sup>—Paw Patrol (G)

June 29<sup>th</sup>—Sonic the Hedgehog 2 (PG)

July 6<sup>th</sup>—The Addams Family 2 (PG)

July 13<sup>th</sup>—Lyle, Lyle, Crocodile (PG)

July 20<sup>th</sup>—The Last Kids on Earth (PG)

July 27<sup>th</sup>—Jim Button and Luke the Engine Driver (NR)

- There will be one library employee who will show short films starting at 1 PM and then start the movie at 1:30—the employee will return at the end to turn everything off.

### **Cooks & Books**

This class is all about eating food and reading books. Books and snacks have a correlating theme. This gives the opportunity for children to discover new books and learn cooking skills. This class is usually at max capacity all summer long.

- Classes are on Fridays at 11 AM and are taught by Shea.
- There is a release for injury and a form to fill out for food allergies.



### **Computer Skills**

This class helps children learn about how to use Word, Excel, PowerPoint, Publisher, and how to type.

- Classes are on Fridays at 2 PM.
- There is room for 10 children in this class.
- The teachers in this class will vary every week.

The goal of Summer Reading is to encourage children to attend our programs and want to come back during the school year. Every year we see a major drop in the number of children starting in August as they get ready for school to start again. We advertise on Facebook and at school events to encourage children to come. Some of the offered classes we must limit due to limited space and computers.

Adult Programs go all year round. When we tried to do an Adult Summer Reading Program, there was little participation. We have found there to be more participation with year-round programs.

### **Fiber Arts**

This group is a mix of amateurs and veterans in the fiber art worlds. They teach each other and enjoy each other's company for a few hours every other week.

- This group is led by Lucy Zahray

### **Coryell County Genealogy Society**

The Genealogy Society is a big part of the library. Every day there is at least one member in the library to help with research when needed and they have a phone number for us to reference when we are unable to find the answer. They have an annual meeting about once a quarter for now—they lost a founding member recently.

- They are led by a board of directors.

### **Mad Matters Plarn Party**

This group turns plastic bags into plastic yarn to turn into plastic mats for the homeless. Recently they have started to make toiletry bags and miscellaneous items with the plarn. They collect bags from the community through drop off sites. The library is one of the sites.

- This group has decided to take a break and are talking about switching to once a month.
- This group is led by Christine Newman.

### **Mystery Book Club**

This group reads mystery books and meet once a month to skype with the authors or to simply talk about the book.

- The leader of this group is Lucy Zahray, she is the local poison expert for authors all over the USA.

#### **10 AM Book Club**

This group was formerly known as the Books Sandwiched in Book Club until recently when they decided to change their name. This group reads Historical Nonfiction and Fiction.

- There is no specific leader for this group currently. Faye was the leader until the end of October 2022, and no one has taken her place yet.
- This group meets once a month.

#### **Colors & Coffee**

This group meets once a month and drink coffee while visiting and coloring.

- They are led by Michelle Craycraft.

#### **August Programs**

- This August we will have a Storytime with Keep Gatesville Beautiful planned for the 2<sup>nd</sup>.
- Back to School Bash on August 5<sup>th</sup> with a library card drive.
- Cen-Tex Reptile & Wildlife will be joining us on the 30<sup>th</sup> for Storytime.

Report Prepared By Shekinah Harp Date 7.18.2023

Shekinah Harp

## Department Report—Library

Summer is here and we are preparing for the influx of children and their families here at the library. Summer Reading Starts June 1<sup>st</sup> and continues until July 31<sup>st</sup>. The programs we are preparing for are:

### **ABC Yoga**

This yoga class goes through the ABCs with different positions. In years past it has been taught by Faye and Becky. This year we asked a professional yoga teacher, Linda Klontz, to help us and she is looking forward to this program.

- Classes are on Mondays at 10 AM.

### **Legos**

- Tuesdays 11 AM
- During the month of June, we will have Lego classes. The children will be taught about different aspects of the community through building their perspective. At the end of the month, those who have attended will be given the opportunity to have their work judged by the community and a winner will be chosen.
- This class is open to 13 children due to limited room.
- Becky is the organizer and teacher for this class.

### **Pinterest Camp**

- Tuesdays 11 AM
- This camp will be in July following the completion of the Lego Class. This class has a STEAM and Community base, to teach the children about their community through arts and crafts.
- This class is limited to 13 children.
- Adara and Chaya are the teachers.

### **Hour of Code**

- Tuesdays at 2 PM.
- The class is open to 10 children.
- We will be playing coding games and introducing the children to the different coding languages for one hour.
- Teachers will vary for this class.

### **Storytime**

Storytime is divided into two classes. One class is Pre-school and is taught by Adara and the other class is for Elementary and is taught by Shea. Both classes have a STEAM foundation, and the first half of Storytime will be together to help give a sense of community then will separate for age-appropriate activities.

- Wednesdays at 11 AM.
- The state's theme is "In This Together" we are presenting this theme from a community perspective.

### **Field Trip**

This is a new class we are introducing this year. This gives children and the library the opportunity to interact with the community and the community will be given the opportunity to meet local children.

- The children will visit the following places:
 

Wednesday June 7 <sup>th</sup>	Coryell Museum Historical Center
Wednesday June 28 <sup>th</sup>	Police Department
Friday June 30 <sup>th</sup>	Coryell County Courthouse
Wednesday July 5 <sup>th</sup>	Fire Department
- Only elementary children are invited and must be accompanied by an adult.
- This program is lead by Becky and Shea.

### **Movies**

We will have movies on Thursdays for the Boys & Girls Club and Community. The movies start at 1:30 at the City Auditorium.

June 1<sup>st</sup>—Harry Potter and the Sorcerer's Stone (PG)

June 8<sup>th</sup>—Bad Guys (PG)

June 15<sup>th</sup>—Harry Potter and the Chamber of Secrets (PG)

June 22<sup>nd</sup>—Paw Patrol (G)

June 29<sup>th</sup>—Sonic the Hedgehog 2 (PG)

July 6<sup>th</sup>—The Addams Family 2 (PG)

July 13<sup>th</sup>—Lyle, Lyle, Crocodile (PG)

July 20<sup>th</sup>—The Last Kids on Earth (PG)

July 27<sup>th</sup>—Jim Button and Luke the Engine Driver (NR)

- There will be one library employee who will show short films starting at 1 PM and then start the movie at 1:30—the employee will return at the end to turn everything off.

### **Cooks & Books**

This class is all about eating food and reading books. Books and snacks have a correlating theme. This gives the opportunity for children to discover new books and learn cooking skills. This class is usually at max capacity all summer long.

- Classes are on Fridays at 11 AM and are taught by Shea.
- There is a release for injury and a form to fill out for food allergies.

### **Computer Skills**

This class helps children learn about how to use Word, Excel, PowerPoint, Publisher, and how to type.

- Classes are on Fridays at 2 PM.
- There is room for 10 children in this class.
- The teachers in this class will vary every week.

The goal of Summer Reading is to encourage children to attend our programs and want to come back during the school year. Every year we see a major drop in the number of children starting in August as they get ready for school to start again. We advertise on Facebook and at school events to encourage children to come. Some of the offered classes we must limit due to limited space and computers.

Adult Programs go all year round. When we tried to do an Adult Summer Reading Program, there was little participation. We have found there to be more participation with year-round programs.

### **Fiber Arts**

This group is a mix of amateurs and veterans in the fiber art worlds. They teach each other and enjoy each other's company for a few hours every other week.

- This group is led by Lucy Zahray

### **Coryell County Genealogy Society**

The Genealogy Society is a big part of the library. Every day there is at least one member in the library to help with research when needed and they have a phone number for us to reference when we are unable to find the answer. They have an annual meeting about once a quarter for now—they lost a founding member recently.

- They are led by a board of directors.

### **Mad Matters Plarn Party**

This group turns plastic bags into plastic yarn to turn into plastic mats for the homeless. Recently they have started to make toiletry bags and miscellaneous items with the plarn. They collect bags from the community through drop off sites. The library is one of the sites.

- This group meets every Wednesday and sometimes during other days of the week depending on availability.
- This group is led by Christine Newman.

### **Mystery Book Club**

This group reads mystery books and meet once a month to skype with the authors or to simply talk about the book.

- The leader of this group is Lucy Zahray, she is the local poison expert for authors all over the USA.

### **10 AM Book Club**

This group was formerly known as the Books Sandwiched in Book Club until recently when they decided to change their name. This group reads Historical Nonfiction and Fiction.

- There is no specific leader for this group currently. Faye was the leader until the end of October 2022, and no one has taken her place yet.
- This group meets once a month.

### **Colors & Coffee**

This group meets once a month and drink coffee while visiting and coloring.

- They are led by Michelle Craycraft.

Report Prepared By \_\_\_\_\_ Date \_\_\_\_\_

Shekinah Harp



# 2023

## -JANUARY-

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## -FEBRUARY-

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## -MARCH-

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## -APRIL-

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30						

## -MAY-

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## -JUNE-

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## -JULY-

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30	31					

## -AUGUST-

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## -SEPTEMBER-

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## -OCTOBER-

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## -NOVEMBER-

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## -DECEMBER-

S	M	T	W	T	F	S
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