CITY OF COLEMAN, TEXAS
CITY COUNCIL
Meeting Agenda

The City Council of the City of Coleman, Texas will meet in session on Thursday, February 3, 2022 at 5:15 p.m. in the Council Chambers of City Hall, 200 West Liveoak, Coleman, Texas. All items on the agenda are for possible discussion and action. Council may vote and/or act upon each of the items listed on this Agenda. One agenda item will be discussed at a time, in the order determined by the Mayor, unless logic and practical considerations allow similar topics to be considered together for purposes of convenience and efficiency. Consent items are considered to be non-controversial and will be voted on in one motion unless a council member asks for separate discussion. The City Council of the City of Coleman, Texas, reserves the right to meet in closed, executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code. You may watch the meeting from your computer, tablet or smartphone at: http://cityofcolemantx.us/meetings/ or https://facebook.com/CityofColemanTX/.

1. Call to Order, Invocation, and Pledge of Allegiance to the Flags of the United States of America and the State of Texas.

2. Introductions, Announcements, and Recognitions

3. Items to be withdrawn

4. Citizen Presentations: Any citizen who desires to address the City Council on a matter not included on the agenda may do so at this time. The City Council may not deliberate on items presented under this agenda item. Presentations are subject to five (5) minutes for items not on the agenda. If you wish to speak to an item on the agenda, you will be allowed to speak when the council addresses the item. There is a (3) minute time limit for items on the agenda. The presiding officer (with the consent of a majority of the City Council) may grant additional time. To comply with the provisions of the Open Meetings Act, the Council respectfully requests that prior to addressing Council, that each person submit a Speaker Request Form stating your name, address, and topic of presentation. The form is located at the entryway to Council Chambers.

5. Consider and act upon the approval of minutes for the City of Coleman Council Meeting held on January 20, 2022.

6. Discuss, consider, and act upon the recommendations from the Hotel Occupancy Tax (HOT) Revenue Advisory Board to fund requests for HOT funds for the following events: a) Adam Stevenson and Zachary Adams in the amount of $3750 for the 2022 Youth Baseball Season Tournaments; b) Coleman Heritage, Arts, and Preservation Society (CHAPS) in the amount of $3000 for the Western Film Festival.

7. Hear presentation from Roberts & McGee, CPA, on the City of Coleman and City of Coleman Component Units Financial Statements and Independent Auditors Report for the period ending September 30, 2020.

8. Discuss, consider, and act on approving an amendment to the resolution calling for the general election to be held on May 7, 2022 for the City Council member for Place Number 1 and the City Council member for Place Number 2 changing the polling places and hours of voting.

9. Hear presentation from Coleman Fire Department regarding the City of Coleman participating as a Firewise Community in partnership with the U.S. Forestry Service and the Bureau of Land Management and take the necessary steps to complete a wildfire risk assessment and create a community wide plan that identifies agreed-upon achievable solutions with risk reduction projects to be implemented by the City of Coleman.

10. Discuss, consider, and act upon approving an Investment Policy for the City of Coleman.

11. Hear status report from the City Manager regarding the following projects: Water Plant, Downtown Sidewalk Project, City Facilities Phone System upgrade.

12. Adjournment

Certification

I certify that the above notice of meeting was posted at City Hall, 200 W. Liveoak, Coleman Texas, and on the City of Coleman internet website on Monday, January 31, 2022 at 5:00 p.m. and remained so posted continuously for at least seventy-two (72) hours preceding the scheduled time of said meeting. I further certify that the media was properly notified. A list of those notified will be available upon request.

James King
ACM / City Secretary

Special Accommodations

The City of Coleman is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to

those who provide notice to the City Secretary by calling 325-625-4116 or by going by 200 W. Liveoak, Coleman Texas during normal business hours at least (48) forty-eight hours in advance of the scheduled meeting.

City of Coleman
City Council
Agenda Memo

City Council Meeting Date: **February 3, 2022**
Department: **Mayor/Council**
Presented by:
Prepared by: **James King, ACM / City Secretary**

SUBJECT: **Agenda Item No. 1**

AGENDA ITEM:
Call to Order, Invocation, and Pledge of Allegiance to the Flags of the United States of America and the State of Texas.

The Pledge of Allegiance to the Flag of the United States of America:

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart.

The Pledge of Allegiance to the Flag of the State of Texas:

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

The pledge of allegiance to the flag of the United States should be recited before the pledge of allegiance to the state flag if both are recited; should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart.

City of Coleman
City Council
Agenda Memo

City Council Meeting Date: **February 3, 2022**
Department: **Mayor/Council**
Presented by: **Diana Lopez, City Manager**
Prepared by: **James King, ACM / City Secretary**
SUBJECT: Agenda Item No. 2

AGENDA ITEM:
Introductions, Announcements, and Recognitions

NOTES:

City of Coleman
City Council
Agenda Memo

City Council Meeting Date: **February 3, 2022**
Department: **Mayor/Council**
Presented by:
Prepared by: **James King, ACM / City Secretary**

SUBJECT: **Agenda Item No. 3**

AGENDA ITEM:
Items to be withdrawn

NOTES:

City of Coleman
City Council
Agenda Memo

City Council Meeting Date: **February 3, 2022**
Department: **Mayor/Council**
Presented by:
Prepared by: **James King, ACM / City Secretary**

SUBJECT: **Agenda Item No. 4**

AGENDA ITEM:
Citizen Presentations: Any citizen who desires to address the City Council on a matter not included on the agenda may do so at this time. The City Council may not deliberate on items presented under this agenda item. Presentations are subject to five (5) minutes for items not on the agenda. If you wish to speak to an item on the agenda, you will be allowed to speak when the council addresses the item. There is a (3) minute time limit for items on the agenda. The presiding officer (with the consent of a majority of the City Council) may grant additional time.

To comply with the provisions of the Open Meetings Act, the Council respectfully requests that prior to addressing Council, that each person submit a Speaker Request Form stating your name, address, and topic of presentation. The form is located at the entryway to Council Chambers.

The following are a few tips designed to help you understand the proceedings of the meeting. 'A citizen who has a request for city services or other items of concern, which cannot be approved or otherwise resolved by the City Manager, may choose to address the council. If you wish to address the City Council, please follow the suggestions listed below:

- Citizens who wish to address the City Council about items on the agenda which are scheduled for Council action will have three (3) minutes to express their position.

- All presentations and discussions should be directed to the City Council and all questions to the Mayor. Any complaints and/or discussion about individuals, personnel, Councilmembers, City staff, or other persons would be out of order and will not be heard by the City Council at this time. Charges or complaints about specific individuals shall be presented in writing to the City Manager. All complaints of this nature must be signed and dated by the individual filing the complaint and will be addressed pursuant to Coleman Personnel Policies.

- In the essence of time, presentations by individuals shall be limited to five (5) minutes for items not on the agenda. If you wish to speak to an item on the agenda, you will be allowed to speak when the Board addresses the item. There is a (3) minute time limit for items on the agenda. The presiding officer may grant additional time, with the consent of the Board.

- The Mayor (presiding officer) will ask for those wishing to address the Council to do so at the appropriate time. Please approach the speaker's stand, state your full name and address when you begin your remarks in order that the official minutes will record your appearance before the City Council, and discuss the topic of interest. If you have written notes you wish to present to the Mayor and Council,

please furnish an extra copy to the City Secretary for the official files. Please direct your comments to the Mayor and Council.

- Although Council cannot take specific action on Citizens' Comment topics due to legal requirements, they will hear the topic and Council may: 1) have the item placed on a future agenda for action, or 2) refer the item to a Board, Commission or Committee; or 3) refer the item to staff for study or conclusion.

- You must be signed in to speak not later than fifteen (15) minutes prior to the beginning of any scheduled meeting. Thank you for your cooperation.

NOTES:

City of Coleman
City Council
Agenda Memo

City Council Meeting Date:	**February 3, 2022**
Department:	**Mayor/Council**
Presented by:	**Mayor/Council**
Prepared by:	**James King, ACM / City Secretary**

SUBJECT: Agenda Item No. 5

AGENDA ITEM:

Consider and act upon the approval of minutes for the City of Coleman Council Meeting held on January 20, 2022.

RECOMMENDED MOTION:

Motion to approve the minutes of the City of Coleman Council Meetings held on January 20, 2022 as presented.

ATTACHMENTS:

DRAFT Minutes –January 20, 2022

MINUTES
COUNCIL MEETING
CITY OF COLEMAN
CITY HALL
THURSDAY, January 20, 2022
5:15 P.M.

Present: *Mayor Tommy Sloan, Mayor Pro Tem Sharlene Taylor Hetzel, Councilmember Tracy Rankin, Councilmember Monte Sides, Councilmember Bobby McGee, City Manager Diana Lopez, City Attorney Pat Chesser, and Assistant City Manager James King.*

Absent: *CM Lopez was out of the room during the first 7 agenda items.*

1. Call to Order, Invocation and Pledge of Allegiance: *Mayor Tommy Sloan called the meeting to order at 5:15 p.m. Councilmember Sides gave the invocation. The Pledge of Allegience to the flags of the United States and State of Texas followed.*

2. Introductions, Announcements, and Recognitions: *None.*

3. Items to be withdrawn: *Item #17 to be withdrawn.*

4. Citizen Presentations: *Joann Eddleman addressed the Council over animal control issues in the City.*

5. Consider, and act upon the approval of minutes for the City of Coleman Council Meeting held on December 16, 2021. *A motion was made by Councilmember Sides to approve the minutes as presented. Councilmember McGee seconded the motion. The motion carried 5-0.*

6. Hear requests from the City Council for future agenda items. *There were no requests for future agenda items.*

7. Hear presentation from Cornerstone Community Action Agency (RSVP Director, Laura Germany) regarding the Seeds of Hope Program and volunteer opportunities for community beautification. *Valerie Armstrong and Kim Little addressed the Council on the Seeds of Hope program and their ideas to help beautify the city and help residents who need assistance in property maintenance.*

8. Discuss, consider, and act upon award of sealed bids for the sale of one lot of twenty (20) and one lot of nineteen (19) 4x5 round bales of Coastal/Bermuda hay from the Municipal Sewer Farm. *ACM King advised the Council of bids received, which were opened and tabulated shortly before the meeting. A motion was made by Mayor Pro Tem Hetzel to award the bids to the high bidder, Gary Cox, in the amount of $1155 for Lot 1 and $1055.45 for lot 2. Tracy Rankin seconded the motion. The motion carried 5-0.*

9. Review and discuss Section 3 policy updates and information, including employment opportunities for Section 3 workers, contractor outreach, and tracking work hours for all contracts related to the TXCDBG Downtown Revitalization Project Contract #7220032. *Sara Tankersly presented information to the Council on the Section 3 Policy Updates and*

discussed employment opportunities for Section 3 workers, contractor outreach and tracking work hours for all contracts.

10. Discuss, consider, and act upon authorizing a Resolution adopting policies in connection with the American Rescue Plan program for contract TX2098. *A motion was made by Councilmember McGee to approve the resolution. Mayor Pro Tem Hetzel seconded the motion. The motion carried 5-0.*

11. Discuss, consider, and act upon authorizing a Resolution designating authorized signatories for the American Rescue Plan – 2021 grant contract number TX2098. *A motion was made by Councilmember Sides to approve the resolution. Councilmember McGee seconded the motion. The motion carried 5-0.*

12. Consider, discuss, and act upon approving the second reading of a Resolution of the City of Coleman approving and authorizing a project, not to exceed $10,000 of the Type A CEDC to make improvements and repairs to the building at 802 Airport Road and lease the building to Richardson Apparatus with performance criteria for the forgiveness of rent. *A motion was made by Councilmember Rankin to approve the resolution. Councilmember McGee seconded the motion. The motion carried 5-0.*

13. Consider, discuss, and act upon the recommendations from the Hotel Occupancy Tax (HOT) Revenue Advisory Board to fund requests for HOT funds for the following events: a) the Coleman County Youth Activity Center in an amount not to exceed $3,000, for the Best of the Best Swine Show; b) Great Western Trail Days in an amount not to exceed $4,000, for the Great Western Trail Days; and c) Petticoats on the Prairie in an amount not to exceed $4,000, for the Petticoats on the Prairie Vintage Market – Peace, Love and Junk. *A motion was made by Councilmember McGee to approve the recommendation of the HOT Advisory Board. Mayor Pro Tem Hetzel seconded the motion. The motion carried 5-0.*

14. Discuss, consider, and act upon adoption of a resolution calling for a General Election to elect member(s) to the City of Coleman City Council; establishing date of election; designating polling places; providing for early voting; providing for the appointment of Election Judge(s) and Early Voting Clerk(s), etc.; authorizing the City Secretary to publish and/or post Notice of Election; and resolving other matters incident and related to such election. *A motion was made by Councilmember Sides to approve the resolution. Councilmember Rankin seconded the motion. The motion carried 5-0.*

15. Discuss, consider, and act upon adoption of a resolution designating the Coleman Chronicle and Democrat-Voice as the official City newspaper for publications required by State law and/or by City Charter. *A motion was made by Mayor Pro Tem Hetzel to approve the resolution. Councilmember McGee seconded the motion. The motion carried 5-0.*

16. Discuss, consider, and act upon a resolution of the City of Coleman authorizing the City Manager to execute agreements to contribute funds toward right of way acquisition, relocation, removal and/or adjustment of utilities on State Highway 206 within the City Limits of Coleman, with the Texas Department of Transportation. *A motion was made by*

Councilmember Rankin to approve the resolution. Mayor Pro Tem Hetzel seconded the motion. The motion carried 5-0.

17. Hear presentation from Coleman Fire Department regarding the City of Coleman participating as a Firewise Community in partnership with Texas A&M Forest Service and take the necessary steps to complete a wildfire risk assessment and create a community wide plan that identifies agreed-upon achievable solutions with risk reduction projects to be implemented by the City of Coleman. *This item was withdrawn.*

18. The City Council may enter into Executive Session to discuss the following pursuant to:
    a) Government Code §551.074 (Personnel Matters): receive an update regarding the search for a Chief of Police.
    The Council went into Executive Session at 6:06 p.m. and returned at 7:36 p.m.

19. Upon returning to open session, the City Council may take whatever actions as they may deem appropriate regarding items discussed in Executive Session. *No action was taken on this item.*

20. Adjournment *A motion was made by Councilmember Sides to adjourn the meeting at 7:37 p.m. Mayor Pro Tem Hetzel seconded the motion. The motion carried 5-0.*

_____
MAYOR

_____
CITY SECRETARY

DRAFT

City of Coleman
City Council
Agenda Memo

City Council Meeting Date:	**February 3, 2022**
Department:	**Mayor/Council**
Presented by:	**Diana Lopez, City Manager**
Prepared by:	**James King, ACM/Assistant City Secretary**

SUBJECT: Agenda Item No. 6

AGENDA ITEM:

Consider, discuss, and act upon the recommendations from the Hotel Occupancy Tax (HOT) Revenue Advisory Board to fund requests for HOT funds for the following events: a) Adam Stevenson and Zachary Adams in the amount of $3750 for the 2022 Youth Baseball Season Tournaments; b) Coleman Heritage, Arts, and Preservation Society (CHAPS) in the amount of $3000 for the Western Film Festival.

RECOMMENDED MOTION:

Motion to approve the recommendation of the Hotel Occupancy Tax Advisory Board for a) the 2022 Youth Baseball Season Tournaments; and b) the Western Film Festival.

NARRATIVE:

The Hotel Occupancy Tax (HOT) Revenue Advisory Board met and approved two projects for funding.

1. Adam Stevenson and Zachary Adams were approved for $3750 for the 2022 Youth Baseball Season Tournaments, to be hosted over three weekends in the summer of 2022.
2. The Coleman Heritage, Arts, and Preservation Society (CHAPS) was approved for $3000 for the Western Film Festival to take place on April 22-23, 2022.

It is the recommendation of the HOT Revenue Advisory Board to award both projects in the amounts noted.

FISCAL NOTES:

LEGAL REVIEW:

ATTACHMENTS:

HOT Fund applications

City of Coleman
Hotel Occupancy Tax Revenue Advisory Board
Application for HOT Funds

Date of Application: 12/10/2021

Organization Information

Name of Organization: Adam Stevenson & Zachary Adams

Address: 604 Western Dr.

City: Coleman State: TX Zip: 76834

Contact Name: Adam Stevenson Phone Number: 325-232-2703

Website for Event or Sponsoring Entity: https://www.quickscores.com/colemanbluecats

Non-Profit ☐ Tax ID#: _____

For Profit ☒

Entity's Creation Date: _____

Please describe the purpose of your organization:

Adam Stevenson and Zach Adams are just two individuals who want to provide Coleman with the possibility of hosting youth baseball tournaments.

Event Information

Name of Event or Project: 2022-Coleman Youth Baseball Tournaments

Date of Event or Project: March 5-6, April 2-3, May 21-22, & July 9-10

Primary Location of Event or Project: Coleman County Youth Sports Complex

Amount Requested: $ $5,000.00

How will the funds be used:

Funds will be used to help primarily cover tournament expenses including 1st and 2nd place ring awards. Rings are roughly $1,250 each tournament.

The tournament will be host to 8u, 9u, 10u, 11u,12u, & 13u age divisions.

Total of 36 teams max. Coleman has 3 teams so there could be 33 out of town teams in Coleman for a youth baseball tournament.

Primary Purpose of Funded Activity/Facility:

The primary purpose of this activity is to promote Coleman as a place to come and participate in a youth baseball tournament, and to keep teams coming back.

2021 we were able to hold 2 spring baseball tournaments and a total of 55 teams participated, 49 being from out of town.

Percentage of Hotel Tax Support of Related Costs

Percentage of total **Event Costs** Covered by HOT Funds: 27 %

Percentage of total **Facility Costs** Covered by HOT Funds: _____ %

Percentage of total **Staff Costs** Covered by HOT Funds: _____ %

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities. NA %

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

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

Amount requested under this category: $ _____

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

Amount requested under this category: $ _____

☐ **c) Advertising, Solicitations, Promotional programs** to attract tourists and convention delegates or registrants to the municipality or its vicinity.

Amount requested under this category: $ _____

☐ **d) Promotion of the Arts that Directly Enhance Tourism** and the Hotel & Convention Industry: the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

Amount requested under this category: $ _____

☐ **e) Historical restoration and preservation projects** or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.

Amount requested under this category: $ _____

☒ **f) Expenses including promotional expenses, directly related to a sporting event** in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.

Amount requested under this category: $ 5,000.00

How many individuals are expected to participate in the sporting related event?
around 288 per tournament

How many of the participants at the sporting related event are expected to be from another city or county? around 252 per tournament

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

Out of town players and their families will be staying at our hotels, rv parks, eating at our restaurants, shopping in our stores, stopping at our gas stations, etc.

☐ **g) Funding transportation systems for transporting tourists from hotels** to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3} other hotels in or near the city; and 4) tourist attractions in or near the city.

Amount requested under this category: $ _____

What sites or attractions will tourists be taken to? _____

Will members of the general public (non-tourists) be riding on this transportation? Yes _____ or No _____

What percentage of the ridership will be local citizens? _____%

☐ **h) Signage directing tourists to sights and attractions** that are visited frequently by hotel guests in the municipality.

Amount requested under this category: $ _____

What tourist attractions will be the subject of the signs?

Questions for All Funding Request Categories:

How many years have you held this Event or Project: None

Expected Attendance: 288 to 576 per tournament

How many people attending the Event or Project will use City of Coleman hotels? NA

Number of nights will they stay: 1 or 2

Do you reserve a room block for this event at an area hotel? No

If so, for how many rooms and at which hotels? _____

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

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
04/2021	$3,820.00	34
06/2021	$4,000.00	NA

How will you measure the impact of your event on area hotel activity (e.g. room block, usage information, survey of hoteliers, etc.)?

Survey hotel owners and RV park operators.

April tournament brought 34 hotel rooms, 2 cabins booked at the Lodge at Rock House Ridge, and 15 RV/Camper spots at the Bill Franklin Center. More at Hordes Creek.

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

None

Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

$5 per day gate fee would be charged for adults 18+

If there is a net profit it would go to Zach and Adam to split as part of compensation for putting on the tournament.

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

Newspaper: $_____

Radio: $0

TV: $_____

Other Paid Advertising: $0

Number of Press Releases to Media: None

Number of Direct Mailings to out-of-town recipients: None

Other Promotions

Will you include a link to the CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? Yes [✓] No [ ]

Will you negotiate a special rate or hotel/event package to attract overnight stays? If so, please describe.

No

What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

Include the links to the phone numbers to our local hotels and rv parks on the tournament website.

What geographic areas does your advertising and promotion reach: How many individuals will your proposed marketing reach who are located in another city or county?

If the funding requested is related to a permanent facility (e.g. museum, visitor center): Expected Attendance Monthly/Annually: _____

Percentage of those in attendance that are staying at area hotels/lodging facilities: _____%

Please Submit completed application no later than the 15th of the Month to:

City of Coleman Hotel Occupancy Tax Revenue Advisory Board
Attention: Office of the City Manager
Post Office Box 592
200 Liveoak, Coleman, Texas 76834
Email: karen.langley@cityofcolemantx.us

HOT Funds Application Write Up

2022 Spring/Summer -Coleman Youth Baseball Tournaments

Thank you for taking the time to review our HOT Funds Application! We are excited to have the opportunity to bring youth baseball tournaments to Coleman again this spring and summer of 2022.

We had a successful 2021 and were able to host 2 youth baseball tournaments. The first one hosted in April 2021 had 24 total teams, 21 being from out of town. It was a very cold weekend and the attendance was affected by the weather. We still estimated around 250 adults attended this tournament. There is no head count for the 18 and under crowd, but there was probably another 75 or so attendees that fit the 18 and under category for this tournament. This tournament saw 34 hotel rooms booked along with 2 cabins booked at The Lodge at Rock House Ridge.

Our next tournament we hosted in June 2021 was very successful. 31 teams participated and there were 28 from out of town. This weekend started out with a little bit of rain for the Saturday games but it did not affect the tournament much. Sunday bracket play games saw perfect weather to finish out this tournament. We estimate roughly 400 adults attended this event and probably another 100 or more under 18 crowd. I'm terribly sorry but I can't find my records of how many hotel rooms were booked for this tournament.

The HOT Funds Application is estimated using a total of 24 teams coming to each tournament.

24 team format is roughly 12 players per team for a total of 288 participants. Each participant could expect to bring along mom and dad. That total is 576 adults, not including any 18 and under siblings. Many factors play into how many attendees actually show up, but even if each participant only brings one parent, that's still 288 adults using this formula. Most of the teams that only have to drive in from an hour or less away will most likely not be staying the night in Coleman, but we do see them grabbing a bite to eat throughout the weekend while they are here and still be a boost to our local economy. Teams having to drive in from farther away will be the ones to stay the night throughout the weekend and be the bigger economy booster over all.

For 2022, we have a total of 4 tournaments scheduled. March 5-6, April 2-3, May 21-22, and July 9-10.

Using the formula for a 24 team tournament, each tournament will cost roughly $4,700 to put on. Total for the four scheduled tournaments is $18,800. In our application we are asking for help covering $5,000 total. This money will be used to primarily cover our ring award expense. The awards will be given to 1st and 2nd place teams. Ring awards for each tournament will cost about $1,250, which is where the $5,000, if awarded, will be spent. If there are any funds leftover, they will be spent to cover any other supplies such as field marking paint, trash bags, paper towels, toilet paper, etc.

Teams have come to participate from all over Texas. Coleman, Bangs, Cisco, Gorman, Huckabay, Lubbock, Abilene, Anson, Breckenridge, Brownwood, Goldthwaite, Hawley, Tuscola, Hico, Midland, Odessa, San Saba, Granbury, and Wall. I'm probably missing a few, but I'd say we had a successful first season building contacts and relationships in the world of youth travel baseball.

We heard nothing but positive feedback from participants and attendees about the town of Coleman, local restaurants, hotels, rv parks, etc. from the tournaments we put on in 2021.

Visit https://www.quickscores.com/colemanbluecats to view our website. Our website lists all info regarding the tournaments, and at the bottom of the page it lists local places to stay with links and contact info.

We do plan to try and host a couple more tournaments this Fall of 2022 as well, but will just depend on our schedules at that time.

Zach and I truly appreciate the consideration for potential funding and look forward to answer any further questions regarding the tournaments.

Thank you,

Adam Stevenson

City of Coleman
Hotel Occupancy Tax Revenue Advisory Board
Application for HOT Funds

Date of Application: 1/14/2022

Organization Information

Name of Organization: CHAPS Coleman Museum at Heritage Hall

Address: 400 W College PO Box 386

City: Coleman State: TX Zip: 76834

Contact Name: Greg Palmer Phone Number: 817-658-7866

Website for Event or Sponsoring Entity: colemanmuseum.com

Non-Profit ☒ Tax ID#: 75-2881797

For Profit ☐

Entity's Creation Date: 1961

Please describe the purpose of your organization:

To promote the history of Coleman and ~~its~~ the surrounding areas.

Event Information

Name of Event or Project: The Western Film Festival

Date of Event or Project: April 22 & 23, 2022

Primary Location of Event or Project: 400 W College Ave

Amount Requested: $ 5,000

How will the funds be used:

All fund will be used for advertising purposes to promote the film festival.

Primary Purpose of Funded Activity/Facility:

To bring the art of film making to Coleman and promote Coleman, it's Citizens, and it's businesses.

Percentage of Hotel Tax Support of Related Costs

Percentage of total **Event Costs** Covered by HOT Funds: 100 %

Percentage of total **Facility Costs** Covered by HOT Funds: N/a %

Percentage of total **Staff Costs** Covered by HOT Funds: N/a %

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

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

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

Amount requested under this category: $ _____

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

Amount requested under this category: $ _____

☒ **c) Advertising, Solicitations, Promotional programs** to attract tourists and convention delegates or registrants to the municipality or its vicinity.

Amount requested under this category: $ 2,500

☒ **d) Promotion of the Arts that Directly Enhance Tourism** and the Hotel & Convention Industry: the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

Amount requested under this category: $ 2,500

☐ **e) Historical restoration and preservation projects** or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.

Amount requested under this category: $ _____

☐ **f) Expenses including promotional expenses, directly related to a sporting event** in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.

Amount requested under this category: $ _____

How many individuals are expected to participate in the sporting related event?

_____

How many of the participants at the sporting related event are expected to be from another city or county? _____

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

☐ **g) Funding transportation systems for transporting tourists from hotels** to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3} other hotels in or near the city; and 4) tourist attractions in or near the city.

Amount requested under this category: $ _____

What sites or attractions will tourists be taken to? _____

Will members of the general public (non-tourists) be riding on this transportation? Yes _____ or No _____

What percentage of the ridership will be local citizens? _____%

☐ **h) Signage directing tourists to sights and attractions** that are visited frequently by hotel guests in the municipality.

Amount requested under this category: $ _____

What tourist attractions will be the subject of the signs?

Questions for All Funding Request Categories:

How many years have you held this Event or Project: 0 (First Year)

Expected Attendance: 300

How many people attending the Event or Project will use City of Coleman hotels? 50

Number of nights will they stay: 2

Do you reserve a room block for this event at an area hotel? No

If so, for how many rooms and at which hotels?

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

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used

How will you measure the impact of your event on area hotel activity (e.g. room block, usage information, survey of hoteliers, etc.)?

Guest register & survey of hoteliers

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

N/a

Will the event charge admission? Do you anticipate a net profit from the event? If there is a net profit, what is the anticipated amount and how will it be used?

Yes, all funds will be used for future events

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

Newspaper: $_____

Radio: $3,000

TV: $_____

Other Paid Advertising: $2,000

Number of Press Releases to Media: _____

Number of Direct Mailings to out-of-town recipients: _____

Other Promotions

Will you include a link to the CVB or other source on your promotional handouts and in your website for booking hotel nights during this event? Yes [X] No [ ]

Will you negotiate a special rate or hotel/event package to attract overnight stays? If so, please describe.

No

What new marketing initiatives will you utilize to promote hotel and convention activity for this event?

Websites, social media, bill boards, radio ads, interviews

What geographic areas does your advertising and promotion reach: How many individuals will your proposed marketing reach who are located in another city or county?

Taylor, Runnels, Eastland, Commanche, Nolan, Brown, & Tom Green County

If the funding requested is related to a permanent facility (e.g. museum, visitor center): Expected Attendance Monthly/Annually: 125/month

Percentage of those in attendance that are staying at area hotels/lodging facilities: 5 %

Please Submit completed application no later than the 15th of the Month to:

City of Coleman Hotel Occupancy Tax Revenue Advisory Board
Attention: Office of the City Manager
Post Office Box 592
200 Liveoak, Coleman, Texas 76834
Email: james.king@cityofcolemantx.us

City of Coleman
City Council
Agenda Memo

City Council Meeting Date:	**February 3, 2022**
Department:	**City Council**
Presented by:	**Diana Lopez, City Manager**
Prepared by:	**James King, ACM / City Secretary**

SUBJECT: Agenda Item No. 7

AGENDA ITEM:

Hear presentation from Roberts & McGee, CPA, on the City of Coleman and City of Coleman Component Units Financial Statements and Independent Auditors Report for the period ending September 30, 2020.

RECOMMENDED MOTION:

Move to accept the Audit for the year ending September 30, 2020, as presented.

NARRATIVE:

The City of Coleman entered into an agreement with Roberts & McGee, CPA, to conduct the audits for the years ending 9/30/2019 and 9/30/2020. A draft audit for the year ending 9/30/2019 was presented to Council on August 26, 2021, with final presentation on December 16, 2021.

Roberts and McGee have now completed the audit for the year ending 9/30/2020, and will present their findings to Council.

FISCAL NOTES:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

Financial Statement and Independent Auditors Report, Year Ending September 30, 2020.

City of Coleman
City Council
Agenda Memo

City Council Meeting Date:	**February 3, 2022**
Department:	**Mayor/Council**
Presented by:	**Diana Lopez, City Manager**
Prepared by:	**James King, ACM/Assistant City Secretary**

SUBJECT: Agenda Item No. 8

AGENDA ITEM:

Discuss, consider, and act on approving an amendment to the resolution calling for the general election to be held on May 7, 2022 for the City Council member for Place Number 1 and the City Council member for Place Number 2 changing the polling places and hours of voting.

RECOMMENDED MOTION:

Motion to approve the amendment to the resolution calling for the general election to be held on May 7, 2022.

NARRATIVE:

The Council approved a resolution calling for a General Election to be held on May 7, 2022, at our last meeting. The resolution called for a joint election to be held with Coleman County on that date and the details of the resolution were worked out with the County Clerk.

Unfortunately, a misunderstanding occurred and the poling places and times listed in the resolution were not appropriate for a Special Election held with the County. ACM King has worked with the County Clerk to correct those issues and the amended resolution is attached for your approval.

Changes to the resolution: There will only be 1 poling place, located at the Courthouse, and the poling location does not close for lunch.

FISCAL NOTES:

LEGAL REVIEW:

Resolution reviewed by City Attorney

ATTACHMENTS:

Amended Resolution

RESOLUTION 22-04

A RESOLUTION OF THE CITY OF COLEMAN, TEXAS CALLING FOR A GENERAL ELECTION TO ELECT MEMBERS OF THE CITY COUNCIL IN THE CITY OF COLEMAN, TEXAS; ESTABLISHING DATE OF ELECTION; DESIGNATING POLLING PLACES; PROVIDING FOR EARLY VOTING; PROVIDING FOR THE APPOINTMENT OF ELECTION JUDGE(S) AND AN EARLY VOTING CLERK; PROVIDING FOR BALLOTS BY MAIL AND EMAIL TO THE EARLY VOTING CLERK'S OFFICIAL MAILING ADDRESS AND/OR EMAIL ADDRESS; AUTHORIZING THE CITY SECRETARY TO PUBLISH AND/OR POST NOTICE OF THE ELECTION

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLEMAN, TEXAS:

ARTICLE 1

SECTION 1. That the general election be called for and held between the hours of 7:00 a.m. and 7:00 p.m. on the first Saturday in May, 2022, the same being May 7, 2022, for the purpose of electing two members of the City Council of the City of Coleman, to wit: (1) City Council member from Place Number 1 (the "North Ward"); one (1) City Council from Place Number 4 (the "South Ward"). Each Council member will serve for two-year term. All qualified voters of the City shall be permitted to vote at said election. This election shall be held and conducted in accordance with the provisions of the Texas Election Code.

SECTION 2. The notice of election shall be posted on the bulletin board Council uses to publish notice of the City Council meetings and be published in a newspaper of general circulation published in the area comprising the City and its extraterritorial jurisdiction. Said notice must be published at least once, not earlier than the 30th day or later than the 10th day before Election Day. A copy of the published notice that contains the name of the newspaper and the date of publication shall be retained as a record of such notice, and the person posting notice shall make a record of the time of posting, starting date, and the place of posting, which shall be the bulletin board Council used to post notice of Council meetings.

SECTION 3. The polls shall be open from 7:00 a.m. until 7:00 p.m. on Saturday, May 7, 2022 ("Election Day"). The polling places for the election on Election Day shall be as follows:

Coleman County Courthouse
100 W. Liveoak Street, Suite 101
Coleman, TX 76834

Early voting by personal appearance shall be held at the Coleman County Courthouse, 100 W. Liveoak Street, Suite 101, Coleman, TX 76834, from 8:00 a.m. to 5:00 p.m., beginning Monday, April 25, 2022, through Tuesday, May 3, 2022, with the exception of extended hours on Monday, May 2, 2022, and Tuesday, May 3, 2022, when the hours shall be from 7:00 a.m. until 7:00 p.m. on those two (2) days.

SECTION 4. That the following persons are hereby appointed and named as Election Day Judge and the Early Voting Clerk:

ELECTION DAY JUDGE: NELDA COPLEY

EARLY VOTING CLERK: STACEY MENDOZA

SECTION 5. All applications for a ballot by mail shall be mailed to the Early Voting Clerk official mailing address at 100 W. Liveoak Street, Coleman, TX 76834, or by email at cclerk@co.coleman.tx.us. The Early Voting Clerk phone number is: 325-625-2889. The official website of the Early Voting Clerk is www.co.coleman.tx.us/page/coleman.Elections

SECTION 6. The City Administrator/Secretary is hereby authorized and directed to publish and/or post, in the time and manner prescribed by law, all notices required to be so published and/or posted in connection with the conduct of the election.

DULY PASSED by the Council of the City of Coleman, Texas, this ____ day of February, 2022.

APPROVED:

Tommy Sloan, Mayor

ATTEST:

James King, City Secretary

City of Coleman
City Council
Agenda Memo

City Council Meeting Date:	**February 3, 2022**
Department:	**Coleman Fire Department**
Presented by:	**Duston Crawford, Assistant Fire Chief**
Prepared by:	**James King, ACM / City Secretary**

SUBJECT: Agenda Item No. 9

AGENDA ITEM:

Hear presentation from Coleman Fire Department regarding the City of Coleman participating as a Firewise Community in partnership with the U.S. Forestry Service and the Bureau of Land Management and take the necessary steps to complete a wildfire risk assessment and create a community wide plan that identifies agreed-upon achievable solutions with risk reduction projects to be implemented by the City of Coleman.

NARRATIVE:

In identifying several areas in the community that need of assessment and possible mitigation to minimize the risk for a wildfire threatening the community, the City Manager began discussions with the Coleman Fire Department to explore programs and partnerships available through the U.S. Forestry Service and the Bureau of Land Management. The discussions led to the introduction of the City of Coleman participating as a Firewise Community.

Coordinated by the National Fire Prevention Association, the Firewise program targets communities that are at risk for damage from a wildfire. Through the program, each community assesses its wildfire risk and establishes a plan to address those issues.

The first step in the process is a Community Wildfire Protection Plan (CWPP). CWPP's are a collaborative approach to wildland fire protection and mitigation. A plan can be as simple or complex as the needs of the community dictate. CWPPs are authorized by the Healthy Reforestation Act, signed into law in 2003.
A CWPP can be used to identify high-risk WUI areas – where homes and businesses meet surrounding forests and fields. The plan also can serve as an opportunity to target potential fuels reduction projects, training needs and prevention strategies.

When developing a CWPP, a Coordinator, along with community leaders will work to:

- Identify projects to reduce ignition sources around structures
- Address treatment of structural ignitability
- Identify local capacity building and training needs
- Promote wildfire awareness programs

AFC, Duston Crawford is the lead on this project, and will present to Council an overview of the goals and objectives of this program.

Community wildfire protection plan- an introduction

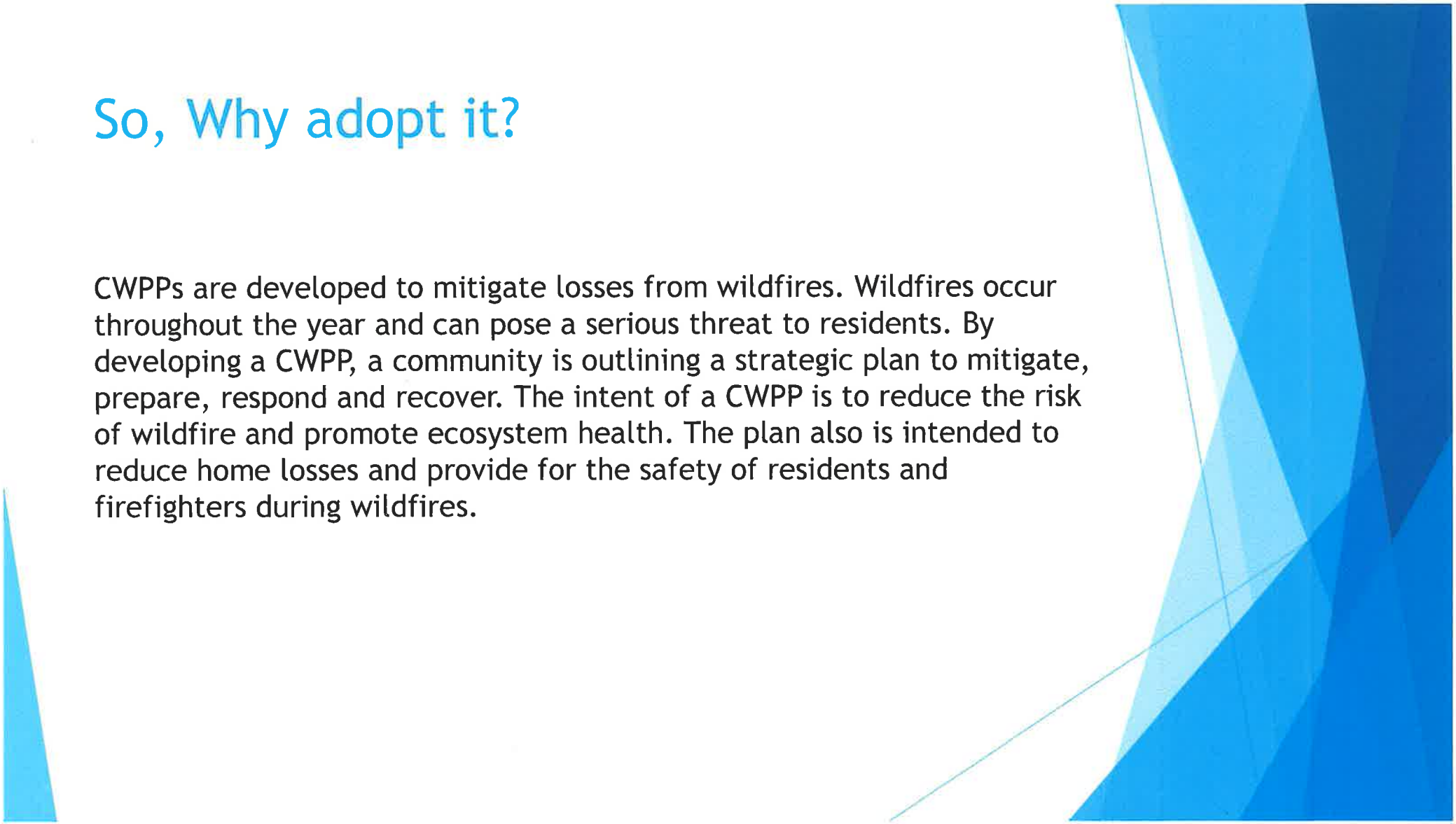
January 2022

What Is a community wildfire protection plan? (CWPP)

- Established through the Healthy Forests Restoration Act of 2003
- A Community Wildfire Protection Plan (CWPP) identifies and prioritizes areas for hazardous fuel reduction treatments and recommends the types and methods of treatment on Federal and non-Federal land that will protect one or more at-risk communities and essential infrastructure and recommends measures to reduce structural ignitability throughout the at-risk community. A CWPP may address issues such as wildfire response, hazard mitigation, community preparedness, or structure protection - or all of the above.
- CWPP is a "Living Document"- The goals of the plan can change and evolve as priorities change in the program

So, Why adopt it?

CWPPs are developed to mitigate losses from wildfires. Wildfires occur throughout the year and can pose a serious threat to residents. By developing a CWPP, a community is outlining a strategic plan to mitigate, prepare, respond and recover. The intent of a CWPP is to reduce the risk of wildfire and promote ecosystem health. The plan also is intended to reduce home losses and provide for the safety of residents and firefighters during wildfires.



So, Why adopt it? (cont.)

- Access and prioritization of grant funds (Money, in kind work)
- Establish and maintain working relationships across multiple agencies, groups, and organizations
- Establish one common set of goals across multiple programs and organizations (Project phoenix, Infrastructure maintenance, hazard fuel reduction projects, EDC improvement projects in local parks, etc.)
- Pre Fire Planning
- Community involvement!

City of Coleman
City Council
Agenda Memo

City Council Meeting Date:	**February 3, 2022**
Department:	**Administration / Finance**
Presented by:	**Diana Lopez, City Manager**
Prepared by:	**James King, ACM / City Secretary**

SUBJECT: Agenda Item No. 10

AGENDA ITEM:

Discuss, consider, and act upon approving an Investment Policy for the City of Coleman.

RECOMMENDED MOTION:

Move to approve a Resolution approving the City of Coleman Investment Policy as presented.

NARRATIVE:

The Public Funds Investment Act specifies that municipalities must adopt and regularly review an Investment Policy for the municipality and provide for training of an Investment Officer for the municipality.

Investment policies must:

(1) be written;
(2) primarily emphasize safety of principal and liquidity;
(3) address investment diversification, yield, and maturity and the quality and capability of investment management; and
(4) include:
  (A) a list of the types of authorized investments in which the investing entity's funds may be invested;
  (B) the maximum allowable stated maturity of any individual investment owned by the entity;
  (C) for pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date for the portfolio;
  (D) methods to monitor the market price of investments acquired with public funds;
  (E) a requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
  (F) procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with State law.

The Council is required to review the policy annually and designate one or more investment officer(s) to be responsible for investment of funds consistent with the policy. The proposed policy identifies the City Manager, Director of Finance and City Secretary as Investment Officers for the City of Coleman.

FISCAL NOTES:

N/A

LEGAL REVIEW:

Resolution prepared by City Attorney

ATTACHMENTS:

City of Coleman Investment Policy
Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLEMAN, TEXAS, ADOPTING THE CITY OF COLEMAN INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with the Public Funds Investment Act, Chapter 2256, TEX. GOVERNMENT CODE, the City Council of the City of Coleman, Texas by resolution adopted an investment policy; and

WHEREAS, Section 2256.005, Tex. Government Code requires the City Council to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and recording any changes made to either the investment policies or investment strategy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLEMAN, TEXAS:

SECTION 1. That the City of Coleman Investment Policy attached hereto as Exhibit "A" be and the same is hereby adopted and shall govern the investment policies and investment strategies for the City, and shall define the authority of the Investment Officer(s) of the City from and after the effective date of this resolution.

SECTION 2. That the City Council of the City of Coleman has completed its review of the investment policies and investment strategies and any changes made to either the investment policies or investment strategies are recorded in Exhibit "A" hereto.

SECTION 3. That all provisions of the resolutions of the City of Coleman, Texas, in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 4. That should any word, sentence, paragraph, subdivision, clause, phrase or section of the resolution be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution which shall remain in full force and effect.

SECTION 5. That this resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Coleman, Texas, on this the ___ day of February, 2022.

APPROVED:

_____

Tommy Sloan, Mayor

ATTEST:

_____

James King, City Secretary

Exhibit A

City of Coleman Investment Policy

City of Coleman
City Council
Agenda Memo

City Council Meeting Date:	**February 3, 2022**
Department:	**Administration**
Presented by:	**Diana Lopez, City Manager**
Prepared by:	**James King, ACM / City Secretary**

SUBJECT: Agenda Item No. 11

AGENDA ITEM:

Hear status report from the City Manager regarding the following projects: Water Plant, Downtown Sidewalk Project, City Facilities Phone System upgrade.

RECOMMENDED MOTION:

None

NARRATIVE:

FISCAL NOTES:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

City of Coleman
City Council
Agenda Memo

City Council Meeting Date:	**February 3, 2022**
Department:	**Mayor/Council**
Presented by:	
Prepared by:	**James King, ACM / City Secretary**
SUBJECT:	**Agenda Item No. 12**

AGENDA ITEM:
Adjournment