

**MINUTES OF SPECIAL MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday August 3, 2020**

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

Council Members present:

T.J. Monroe, Mayor Pro Tem  
Chuck Williamson  
Cathy Kuehne  
Delana Toups  
Mike White

Council Members absent:

Randy Clark

City Staff Present:

Finley deGraffenried, City Manager  
Rickie Roy, Assistant City Manager  
Christina Marez, City Secretary  
Becky Sims, Zoning Administrator  
Monica Wright, Information Systems Director  
Yvonne Moreno, Finance Director  
Chris Eicher, Parks & Recreation Director  
Vicki Tower, Parks Secretary  
Sammy Bailey, Police Chief  
Jeff Smith, Fire Chief  
Ronnie Withers, Fire Marshal  
Van Sims, Water/Wastewater Operations Manager  
Carlos Garcia, Street Superintendent  
Flint Geagley, Electric Superintendent  
Frank Ellett, Building Official

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

I. Call to order Special Session

Mayor Talbert called the Special Session to order at 5:30 p.m.

II. Departmental Budget Presentations

City Manager deGraffenried explained that the packet provided to Council is in order by Department presentation. He also mentioned that if Council would like to review a Department budget, such as Golf Course or Library, that is not included in tonight's presentation, please let him know so he could schedule those Departments.

deGraffenried explained that during the FY 2021 budget presentation on July 27, 2020, City Council provided some of the following comments and directives related to the Proposed Budget:

- Council requested a future presentation to include Fund Balance reports, particularly Fund Balance accounts that are designated for a specific purpose.
- Investigate and provide options for:
  - Purchase/lease of a new Vac-Truck
  - Purchase/lease of a new Street Sweeper
  - Designating funds for future purchase/lease of Fire Department apparatus
  - Inclusion of Sulphur Creek retaining wall rehabilitation in the FY 2021 Budget
  - Purchase and installation of additional water meters in the FY 2021 Budget
- Individual Council members commented regarding the possibility of an electric rebate to customers; the need to anticipate possible upgrades to the Wastewater Plant to meet regulatory requirements; possible funding for a skate park; and possible additional study to assess interceptor capacity.
- It was Staff's understanding that Council supported the Proposed FY 2021 Budget, including the recommendation to support increased compensation; use of HOT funds for Historic and Tourism attractions; and use of fund balance/surplus for accelerated purchases.

Additional review by City Manager deGraffenried included:

- Funding Sources, Designated Funds, Fund Balance – At the request of Council, the following reflects information related to designated funds, and available balance within funds:
  - General Fund – Fund Balance Assigned/Unassigned - \$2,787,962.96
  - Hotel-Motel Tax Fund – Fund Balance Committed/Unrestricted - \$1,426,489.25
  - 2016 CO Capital Fund – Designated Capital - \$584,072.11
  - Electric Fund – Fund Balance Restricted/Unrestricted - \$7,388,563.30
  - Water/Wastewater Fund – Fund Balance Restricted/Unrestricted - \$1,422,945.68
- As previously reported to Council, Fund Balance should be positively impacted by FY 2020 Budget performance. Council should consider an improvement of approximately \$645,114.00 to Fund Balance after accelerated purchases and funding the remainder of West Avenue E and Public Safety Communications in FY 2021. City Staff proposes the use of fund balance, supplemented by FY 2020 Year End Projections, to address Council priorities referenced in the July 27, 2020 Council meeting.
  - FY 21 Use of Fund Balance/FY 20 Surplus - Year End Projections balance \$1,741,114.00 – use \$450,000.00 for Street improvements; use \$450,000.00 for Public Safety Communications (grant funding for balance); use \$196,000.00 for various capital projects including Cemetery Pole Barn, PD building upgrades, CAD/Cardinal System, and Electric/Street shop bathrooms; leaves \$645,114.00 remaining funds balance
- Proposed Budget Modifications/Cost of Improvements – The following improvements and priorities can be incorporated in the FY 2021 Budget with minimal impact to Operating Fund Balance or Net Position.
  - 2016 CO Fund Balance \$584,072.11
    - Vac Truck \$394,409.52
    - Retaining walls \$50,000.00
    - Leaves projected balance at \$139,862.59
  - General Fund Balance – \$645,114.00
    - Tymco Sweeper \$267,219.00
    - Neptune Meters and installation \$191,112.00
    - Leaves projected balance at \$186,783.00

- Electric Fund Balance \$7,388,563.30
  - Designated FD Engine \$400,000.00
  - Designated Economic Development 200,000.00
  - Leaves project balance at \$6,788,563.30
- Hot Fund Balance \$1,426,489.25
  - Hostess House upgrades \$200,000.00
  - Colored School \$300,000.00
  - Leaves projected balance at \$926,489.25
- 5:30- Streets

Carlos Garcia, Street Superintendent, and Rickie Roy, Assistant City Manager, reviewed the following information:

- Garcia thanked Council for the accelerated purchase of a new Street Department Chevrolet pickup.
- He reviewed items that needed attention:
  - Fairview Street drainage from Avenue B to Third Street – with the added Stone Valley Subdivision, it has increased drainage flow and caused erosion under the tin horn bottoms, which are rotted so in future this will need to be addressed because it is affecting the drainage flow and causing backups. He and the Assistant City Manager are working on a plan to address this.
  - Another drainage attention would be Surplus Street drainage that runs from Surplus to Fourth Street
- He reviewed future projects:
  - East Third Street from Key to Western
  - East Third from Hackberry to the first bridge
  - Casbeer Street from the railroad to FM 580
- Fleet – Other than the accelerated purchase, no other need for fleet, with the exception of a new sweeper request. The cost for a new sweeper is \$267,000.00 for a buy out purchase. He said that the representative has held this amount for over a year now and will honor that price.

Council member White expressed that he would like to see a position added in the Street Department that is assigned to the street sweeper for at least 30 hours a week.

Garcia said that with the current staff he has now and with a new sweeper, he could ensure that the sweeper could run 3 days a week.

Council thanked Garcia for his budget presentation.

- 5:40- Parks

Chris Eicher, Parks & Recreation Director, reviewed the following:

- No fleet or equipment requests were made. Staff have maintained their fleet and equipment well.
- Budget request for a Pole Barn Storage at the Cemetery that will be used to store topsoil and equipment.

- CIP request for next year would be for a new pool liner for Hanna Springs Pool - \$88,000.00
- Another CIP item would be repair to the retaining wall at W. M. Brook Park. He found out that there is about 4 foot of silt piled up on the bedrock. He has had bids as low as \$30,000.00 to repair the wall and over \$100,000.00 to replace the wall.
- He thanked Council for the addition of a Parks Secretary, Vicki Tower. She has been very instrumental in the efficiency of the Department.

Council member White would like to see funding earmarked for a Skate Park at Campbell Park, next to the new restrooms. He also would like to see a concession stand, in the future, next to it. With the group that is trying to raise funds, the City needs to set some money aside as well. He said there is no maintenance to a Skate Park.

Eicher agreed with the location of the Skate Park. He said that a meeting has been scheduled to meet with LAFTA to discuss this idea and receive their input and comments.

There was discussion of funding options for the Skate Park, including investigating the possible use of HOT funds.

Council thanked Eicher for his presentation.

- 6:00- Water/Wastewater

Van Sims, Water/Wastewater Operations Manager, and Rickie Roy, Assistant City Manager, reviewed the following:

- Sims noted that the biggest challenge for his Department is adequate staffing. With all the projects they have, as well as the work orders they receive and work on a daily basis, it is quite difficult.
- As for future budgeting, his Department needs at least three extra personnel: one at the Wastewater Plant and two as Maintenance Distribution/Collection Technicians. The most needed position currently would be for a Maintenance Distribution/Collection Technician. Hourly salary range for this Technician is \$13.00 to \$17.00, which is low and difficult to attract qualified applicants.
- He reviewed the increase in pricing for the new Vac-Truck, which went up by approximately \$44,000.00, due to an upgrade.
- He noted the additional budgeted amount of \$191,112.00 would be needed to change out approximately 1,300 ¾-inch residential meters. This amount includes the installation costs.

Council member Williamson would like for Council to have the opportunity to tour the Wastewater Plant and also tour the new shop.

Council thanked Sims for his presentation.

- 6:15- Electric

Flint Geagley, Electric Superintendent, and Rickie Roy, Assistant City Manager, reviewed the following:

- Geagley reported the efficiency of the Department. Two employees became Lineworkers within the last two years, which is very helpful.
- In 2014/2015, a pole inspection was done. To date, the Department has changed out 300 electric poles.
- The Department has finished the electric meter swap out program.
- The Department maintains 5,000 electric poles and 2,200 transformers.
- He reviewed some projects the Department has worked on: Stone Valley Subdivision, Burger King, Assisted Living Facility, new strip center near Walmart, Brodie Estates
- No major budget needs or changes were made, except the need for upgrades to the restrooms at the City Barn.
- The only concerns he had was the requests of new fiber lines on City poles. Some poles are in poor condition or not tall enough.

There was discussion about the importance and timeliness of making the necessary upgrades to the restrooms at the City Barn (Streets/Electric). Mr. Roy said that for number purposes only, he received one estimate cost that was for \$20,000.00. He will proceed to get more quotes with the timeline for completion.

Council thanked Geagley for his presentation.

- 6:25- Police Department

Sammy Bailey, Police Chief, reviewed the following:

- She reviewed the roles and responsibilities of the Department.
- Needed upgrade of Police radio communications; the Department does have a \$253,000.00 grant from CTCOG but still would need \$450,000.00
- Need a new telephone system \$21,000.00; obsolete phones; over 20 year old system
- Need a new CAD/Cardinal system
- Need additional equipment such as body cameras and bullet proof helmets
- Need a few PD building upgrades, new flooring and countertops

Council thanked Bailey for her presentation.

- 6:40- Fire Department

Jeff Smith, Fire Chief, reviewed the following:

- He explained that the telephone service number is going down. The Department was paying \$1,300.00 a month and will now go to \$100.00 a month
- Communication equipment – as Police Chief Bailey reviewed, this equipment is a great step forward in the right direction.
- Fire personnel – in the next five years, personnel will need to be added, especially if a second fire station is brought into the City.
- Fire apparatus – in the future the City would have to add another Fire Station.
- Would really like a secretary for the Fire Department to assist in the efficiency of the office.

Council thanked Smith for his presentation.

- 6:55- Information Systems

Monica Wright, Information Systems Director, reviewed the following:

- This year's proposed budget is slightly less than last year's budget due some accelerated purchases and some savings related to licenses and non-use of travel and training due to COVID-19
- Four major projects requested: increased internet bandwidth; replacement of two firewalls and cisco switch; replacement of IT Building windows and a new Server Room wall; and increased maintenance costs.
- 7:10- Building Department

Frank Ellett, Building Official, reviewed the following:

- No real changes from last year's budget.
- Would like to start to budget next year for his Department to become more of a Planning Department. The City is growing and additional personnel is needed.
- Within the next two to three years, would like to see a Water/Backflow Inspector, a Planner or another Inspector,
- 7:20- Finance- Utility Billing and Collection

Yvonne Moreno, Finance Director, reviewed the following:

- Need to replace two new receipt printers in the Utility Department: \$1,000.00 each
- InCode annual maintenance has increased
- Not included in the proposed budget, the need of a Part-time employee in the Utility Department; would be approximately \$18,000.00 for the year with no medical benefits. She has even spoken with Fire Chief Smith about possibly sharing this person as Part-time in the morning for the Fire Department and Part-time for the Utility Department in the afternoon.
- Budgeted for annual audit increase

Council thanked Moreno for her presentation.

### III. Discussion and possible action regarding modifications to the FY 2020 Budget

City Manager deGraffenried reviewed the items of discussion that were reviewed with Council:

- Streets – Drainage projects; paving projects as discussed
- Parks – Liner at Hanna Springs Pool as FY 2022 project; repair to retaining wall with funding options from Fund 68; Skate Park with funding from remaining funds from Fund 68 and investigate the possible use of HOT funds
- Water/Wastewater – Include the increase of \$43,000.00 for a new Vac-Truck with funding from Fund 68; complete meter project of ¾ -inch residential meters, with the exception of approximately 200 different size meters, for the amount of \$191,112.00 which includes installation; tour the Wastewater Plant and new shop.

- Electric – Reviewed potential stresses of personnel for make-ready of poles for the requested fiber connects; electric meter swap out is complete; upgrade the shop restrooms
- Police – Already included in the budget is body cameras, Police communications and includes CTCOG grant, and upgrades to the Police Department.
- Fire – In relation to growth and in a phased approach, new substation; new apparatus and new Administrative support position.
- IT – Reviewed the increased bandwidth project and IT building repairs; this is a well managed budget.
- Building – Formalizing a more Development Services office with additional staffing of one to three new employees within the next three years.
- Finance/Utility – Part-time Utility Clerk

Council member White liked the idea of the shared Part-time employee for the Fire Department and Utility Department.

Mayor Talbert said as it relates to the Water/Wastewater Department, the City can't fall behind on services and maybe should start with adding one new employee.

Mayor Pro Tem Monroe noted that the Street sweeper needs to be replaced, as well as the Vac-Truck. She also noted that more of the budgeted money should be used on the Hostess House versus the Colored School.

Council asked for City Staff to seek quotes for the City Barn (Street/Electric) restrooms and timelines for completion.

#### IV. Adjourn Special Session

Mayor Pro Tem Monroe moved to adjourn the Special Session at 7:03 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Clark absent)

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Misti Talbert, Mayor

ATTEST:

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Christina Marez, City Secretary