

**MINUTES OF SPECIAL MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
405 SOUTH MAIN STREET
Monday, July 29, 2019**

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

Council Members present:

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

Council Members absent:

Delana Toups

City Staff Present:

Finley deGraffenried, City Manager
Gary Cox, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Assistant City Secretary
Vicki Tower, Administrative Secretary
Yvonne Moreno, Finance Director
Bessie White, Accountant
Sammy Bailey, Police Chief
Charlie Boswell, Police Lieutenant/Investigator
Kelli Sanguinet, Police Communications Supervisor
Kasey Schwartz, Animal Shelter Supervisor
Chuck Montgomery, Police Lieutenant
Jeffry Smith, Fire Chief
Ronnie Withers, Fire Marshal
Frank Ellett, Building Official
Rickie Roy, Public Works Director
Flint Geagley, Electric Superintendent
Van Sims, Water/Wastewater Operations Manager
Carlos Garcia, Street Superintendent
Mike White, Street Crew Leader
Robert Gradel, Municipal Court Judge
Lewann Turner, Municipal Court Clerk
Monica Wright, Information Systems Director
Kristy Acevedo, Network Administrator

**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. Discussion and possible action concerning extending the Bank Depository Services Contract with Bancorp South, formerly First State Bank Central Texas, to serve as the bank depository for the City for a one (1) year period ending June 30, 2020.

Yvonne Moreno, Finance Director, explained that the City's current depository contract was for a three-year period with a provision for two one-year extensions. First State Bank was acquired by Bancorp South and that transition started on June 11, 2018. The three-year period ended June 30, 2018 and the City did request for a one-year extension until June 30, 2020. This will complete the contract terms. The Finance Department, in cooperation with Patterson and Associates, will be preparing bid documents for the Depository Contract in the upcoming months. A letter from Bancorp South is included stating the bank is agreeable to providing the same terms, rates and services for one additional year.

Mayor Pro Tem Monroe moved to approve extending the Bank Depository Services Contract with Bancorp South, formerly First State Bank Central Texas, to serve as the bank depository for the City for a one (1) year period ending June 30, 2020. The motion was seconded by Council member Clark and with a unanimous vote, the motion carried. (Toups absent)

- III. Discussion and possible action regarding the renewal of the City's Health Insurance Coverage for City Employees with Scott & White Health Plan for October 1, 2019 to September 30, 2020 and authorize the City Manager to execute related documents.

Yvonne Moreno, Finance Director, explained that the City received its annual renewal rates from Scott & White Health Plan for FY 2019/2020. The proposed rate is approximately 2% decrease in the rates compared to current rates and will include a second year rate cap at 5.5% for the October 2020 renewal. The City elected not to do the wellness program in conjunction with this renewal.

Council member Kuehne moved to approve the renewal of the City's Health Insurance Coverage for City Employees with Scott & White Health Plan for October 1, 2019 to September 30, 2020 and authorize the City Manager to execute related documents. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried. (Toups absent)

IV. Departmental Budget Presentations

City Manager deGraffenried explained that not on the agenda is the Parks and Golf Department budgets and will bring to Council at the next Council meeting on August 12.

He also said that other items to be discussed at that meeting include:

- DRT – They've requested that the City take over the Hostess House. Need to consider the mechanics of marketing and booking the facility.
- Market assessment of the salary study
- Funding options of priority projects
- Certified roll

He turned discussion over to the Departments to review their budgets.

- 5:30- Non-Departmental

Christina Marez, City Secretary, explained that she oversees three employees: Becky Sims, Assistant City Secretary; Vicki Tower, Administrative Secretary; and Ramon Canada, Custodian. She reviewed the following in the Non-Departmental budget:

- This budget covers the salaries for the Custodian and Part-time Custodian
- Line item 599-5260 Postage: increase due to postage price increase
- Line item 599-5322 Claims: this is for any claims, whether property or liability claim

- Line item 599-5405 Buildings & Grounds: this is for general maintenance of City Hall, Council Chambers and Senior Citizens building
- Line item 599-5445 Drainage Maintenance (Ponds): used to pay WCID for two flood control detention areas in the City limits
- City Secretary/Personnel

Marez explained that when Ursula Paddie, previous Assistant City Secretary/Zoning Administrator, left the City, Becky Sims, Assistant City Secretary, took on both those roles but was only titled Assistant City Secretary until she gained additional knowledge in Planning and Zoning. Bryan Ellis, former Building Official, assisted with the Planning and Zoning, but when he left the City she has assumed the entire role of Planning and Zoning with the oversight of both the City Manager and Assistant City Manager. Currently, the new Building Official, Frank Ellett, is not involved with Planning and Zoning. With that in mind and with all the new developments in the City, Ms. Sims has earned the title change, as well as compensation, of either Zoning Administrator or a position title dealing with Planning. She basically is solely running the Planning Department. Vicki Tower, Administrative Secretary, duties have increased in that she is responsible for packets and meetings of the LEDC Board, Airport Board and Parks Board. She also is being cross-trained in Human Resources. She has earned the title change of Assistant City Secretary/HR Assistant or Coordinator, as well as additional compensation. Both of these ladies are deserving of this recognition of their hard work and should be compensated for those additional responsibilities.

Marez reviewed the City Secretary/Personnel budget:

- This budget covers the salaries for City Secretary, Assistant City Secretary and Administrative Secretary
- Line item 504-5270 Supplies: used for minute books and ordinance books, which are quite expensive, and any other supplies needed in the department
- Line item 504-5399 Other Services: this is used for Records Management Services contract to be in compliance with State records retention requirements; Municipal Code: web posting of all ordinances passed by Council as well as codification of those ordinances
- Line item 504-5454 Election Expenses: this includes Election cost expenses with the County for the General Election and election notice in the newspaper; there could be a cost savings if election costs shared with other entities that may be holding an election at the same time as the City
- 5:50- Streets

Carlos Garcia, Street Superintendent; and Rickie Roy, Public Works Director, reviewed some items in the Street Department budget:

- The Department is in need of a Street Sweeper; need a new one, whether leased or bought
- The Department needs to lease a Motor Grader/Dozer
- 6:00- Water/Wastewater

Van Sims, Water/Wastewater Operations Manager; and Rickie Roy, Public Works Director, reviewed some items in the Water/Wastewater budget:

- Discussion on SCADA system
- Line item 520-5421 Meter Maintenance/Purchase: up \$95,000.00 for the purchase of 675 Water Meters
- Line item 520-5430 Water Systems Maintenance: \$45,000.00 for the installation costs of the meters
- Line item 520-5515 Equipment: requesting \$80,000.00 for new three AMC's and a portable generator
- Line item 580-5415 Equipment Maintenance: everything the Plant Operations Department does comes from this line item such as replacing bearings and rollers; new AV bulbs; AV system

- Line item 580-5416 SCADA System Maintenance: need a tower for new system
- Line item 580-5417 Pretreatment Facility: replace a blower; add a concrete pad at Ajinimoto
- Line item 580-5505 Building and Grounds: additional septic hauler
- Need security at all lift stations
- 6:15- Electric

Flint Geagley, Electric Superintendent; and Rickie Roy, Public Works Director, reviewed some items in the Electric budget:

- Line item 510-5250 Small Tools and Equipment: will be used to buy some extra tools for the new bucket truck
- Line item 510-5350 Tree Trimming Services: \$150,000.00 this service has been a tremendous benefit to the City, especially during storms with less electric outages due to down limbs on power lines
- Line item 510-5436 Meter Replacements: up \$5,000.00 – should be done this year with all meter replacements
- 6:25- Police Department

Sammy Bailey, Police Chief; and Charlie Boswell, Police Lieutenant/Investigator, reviewed some items in the Police Department budget:

- Bailey reviewed the challenges of keeping or hiring of employees in the Police Department due to starting salaries being below market; the Department is currently short two Dispatchers and two Police Officers
- Line item 520-5265 Computer Software & Equipment: purchase a new WatchGuard server \$22,000.00
- 520-5399 Other Services: Hill Country 100 Club \$1,500.00; Hill Country Children's Advocacy \$3,000.00
- The current phone system at the Department is obsolete and needs to be replaced
- 6:40- Fire Department

Jeffry Smith, Fire Chief; and Ronnie Withers, Fire Marshal, reviewed the following in the Fire Department budget:

- Being new to the Department, Mr. Smith said that he has reviewed a few line items that possibly may need a little more in the budget
- Salaries – need to consider additional money in order to maintain and keep Staff; they can go down the road for a lot more money
- Line item 530-5215 Chemical/Botanical: Class A – B Foam
- 6:55- Information Systems

Monica Wright, Information Systems Director; and Kristy Acevedo, Network Administrator, reviewed some of the following in the Information Systems budget:

- They provide services to 11 Departments and 16 Facilities
- Hardware replacements and update Windows 10; software license renewals increased
- Civic Clerk Module – agenda management for up to 7 Boards
- IT Building - \$10,000.00 for HVAC work for server room
- Council members expressed with all the IT equipment being moved to the current Council Chambers that will become the IT Department, security should be a must

- 7:10- Municipal Court

Robert Gradel, Municipal Court Judge; and Lewann Turner, Municipal Court Clerk, reviewed the following:

- Line item 540-5425 Office Equipment Maintenance: up \$8,000.00 for InCode Software upgrade
- There was discussion on citations and not meeting the projected amount; discussion on whether some cases were dismissed due to indigent purposes
- 7:20- Building Department

Frank Ellett, Building Official; and Becky Sims, Assistant City Secretary, reviewed the following:

- Spoke on how busy development and inspections has been
- There was discussion about the need for a backup Inspector; possibly provided training opportunity for an existing employee interested; contract with inspection services company to assist
- The Department will begin the implementation of the MyGov software system
- 7:30- Finance- Utility Billing and Collection

Yvonne Moreno, Finance Director; and Bessie White, Accountant, reviewed the following:

- She oversees the Accountant, four Utility Department employees and two Meter Readers
- No real change in her department budgets other than postage prices increased which increased the budget

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

Accelerated purchases as discussed:

Police Department telephone system
IT building security
Security at injection sites
Building & Planning services to assist when Building Official is out or need of assistance

Mayor Talbert asked for City Staff to research the revenue of a slight increase to electric, water, wastewater and garbage rates and report back to Council.

VI. Adjourn Special Session

Council member Clark moved to adjourn the special session at 7:28 p.m. The motion was seconded by Council member White and with a unanimous vote, the motion carried. (Toups absent)

PASSED AND APPROVED this _____ day of _____, 2019.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary