

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CITY COUNCIL CHAMBERS
405 SOUTH MAIN STREET
Monday June 24, 2019**

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

Council Members present:

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

Council Members absent:

None

City Staff Present:

Finley deGraffenried, City Manager
Gary Cox, Assistant City Manager
Christina Marez, City Secretary
Becky Sims, Assistant City Secretary
Yvonne Moreno, Finance Director
Mandy Walsh, Economic Development Director
Shanda Subia, Library Director
Rickie Roy, Public Works Director
Monica Wright, Information Systems Director
Sammy Bailey, Police Chief
Ronnie Withers, Fire Marshal
Stephen Sewell, Plant Supervisor/Operator

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

1. Call to order Workshop Session

Mayor Talbert called the workshop session to order at 5:30 p.m.

2. Budget Roll Out

City Manager deGraffenried explained that he and Finance Director, Yvonne Moreno, have met with City Staff regarding departmental budgets. Though he wished the City was a little further along in the budget process, they are in line with the budget calendar. He took the opportunity to present to Council with the initial roll out for discussion as follows:

FY 2020 Budget Introduction

- Status

- Work to be done
- Work accomplished according to budget calendar
- Year-end projections
- 2020 Preliminary Budgets
- Departmental Budget Meetings
- Review and revision week of June 24
- Workshop July 8 – City Council meeting
- Additional Workshop – July 5 at Council direction
- Workshop July 22 – City Council meeting – Organization presentations
- Additional Workshop – August 5 at Council direction
- Assumptions
 - Tax Rate to remain at \$0.3952
 - No increase in Utility rates
 - No increase in compensation
 - Modest Capital Expenditures
 - Staffing levels consistent with FY 2019
 - No Organization funding
 - Conservative revenue projections
 - Staff Goal – Balanced Budget, but open to Council input, direction and modification
- Aligning FY 2020 with Council Priorities
 - 2019 Council Work Plan
 - Signage, Logo, Inventory, Branding
 - Town Hall meeting
 - Internet capacity
 - Stakeholder engagement
 - Comprehensive Plan
 - Code Enforcement
 - Spring Street Pump Station/Old Water Plant
 - CIP Committee Report
 - Internet capacity
 - Public Safety communications
 - Injection Site Automation equipment
 - Sulphur Creek rehabilitation – gates and wall
- Budget Organization
 - General Fund
 - Proprietary Funds
- Non-Operating Funds
 - Fund Balance available for specific/designated purposes as of June 21, 2019
 - Court Security - \$29,462.00
 - Hotel Occupancy - \$1,337,277.00
 - Key Avenue 62 – encumbered
 - 2011 CO 63 - encumbered
 - 2016 CO 68 - \$2,815,514.00
- 2016 CO Status & Operating Reserves

- 2016 CO Fund 68
 - Issue/Interest - \$6,140,967.00
 - Public Facilities - \$1,299,325.00
 - Parks - \$892,278.00
 - Public Works - \$3,040,636.00
 - Approximate balance - \$908,728.00
- Operating Reserves
 - General Fund \$2.7 million or 3.4 months
 - Electric Fund \$5.09 million or 5.2 months
- Year End Projections
- Budget Trends and Potential Impacts
 - Health Insurance – possible rate reduction
 - Valuation – potential increase 8%-9%
 - Sales tax
 - Salary study
 - Department and Director level hires
 - Steel and construction costs
 - Litigation
 - Fleet
 - Comprehensive plan
- Organization Support
 - Heart of Texas Defense Alliance
 - Hill Country 100 Club
 - Hill Country Children’s Advocacy Center
 - Lampasas County Water Control Improvement District
 - Christmas on the Creek
 - Courthouse Christmas lighting
 - LCHEC
 - Cooper Springs Nature Park
 - DRT
- Workshop Dates and Topics
 - July 15 – meet with all organizations requesting funding
 - July 22 – Departmental presentations
 - July 29 – Departmental presentations

Council discussion included:

- Council asked City Staff to provide the agreement information on the cost share of a firefighter with Lampasas County
- Council expressed the need of City Staff setting up a meeting with Lampasas County in the very near future
- Council asked City Staff to include debt service payments during budget discussions

3. Discussion and follow-up regarding CIP report

City Manager deGraffenried explained that City Staff has placed this item on the workshop agenda to provide Council the opportunity to have follow-up discussion regarding the report they received at the last Council meeting.

Council member Williamson apologized to Council and City Staff regarding not presenting or planning the CIP packaged report with more extensive review of the report at the last Council meeting. A lot goes into this report.

Mayor Talbert asked Council member Williamson and CIP Committee member Bob McCauley if there is something in this report that is critical and needs to be addressed by Council or included as budget items.

CIP Committee member McCauley explained the following:

- The items in the report are not in order of priority
- The Committee never knows the cost or the cost numbers on the projects, they review items as important needs of the City
- Some items stay on the report for years

City Manager deGraffenried said that the Internet/Fiber and Public Safety Communications may be two items to be included in the FY 2020 budget.

4. Discussion and follow-up related to Town Hall Meeting

City Manager deGraffenried explained that this item was placed on the agenda to provide Council the opportunity to review a follow-up of the recent Town Hall meeting and provide any feedback or direction.

deGraffenried reviewed the following:

- 31 citizens were in attendance
- 11 City Staff and 6 City Council members also attended
- The citizens in attendance provided some good input on ‘wants’ for the City and also ‘needs’ such as better internet service

Council discussion included:

- At the next Town Hall meeting, set up tables and have City Staff and/or City Council members sit at the tables with citizens
- Take the Town Hall meeting to citizens, for example, Group/Association meetings, church meetings, etc.
- Also at the next Town Hall meeting, have better acoustics or sound system in order to be heard better

5. Discussion regarding any item on the regular agenda

City Manager deGraffenried provided information regarding Item 7.3. Apparently, Robin Gradel, LAFTA member, is not able to attend the meeting this evening nor has she been able to contact the artist of the sculpture and so there is no information to provide for Council consideration on this item. Mrs. Gradel will provide information at a future meeting. If Council prefers, this item can be tabled.

Council member Clark made the Mayor and other Council members aware that he would be stepping down from the dais for Item 7.2 due to the conflict of interest with his son being a partner with Jones-Heroy & Associates.

6. Adjourn Workshop Session

Council member White moved to adjourn the workshop session at 6:48 p.m. The motion was seconded by Mayor Pro Tem Monroe and with a unanimous vote, the motion carried.

A break was taken before going into regular session.

REGULAR SESSION 7:00 P.M.
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ANNOUNCEMENTS

A. Call to Order

Mayor Talbert called the regular session to order at 7:01 p.m.

B. Invocation and Pledge of Allegiance

Sammy Bailey, Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

C. Presentations and Proclamations

There were no presentations or proclamations.

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

There were no citizen comments.

2.0	MINUTES
2.1	Discussion and possible action concerning approval of minutes of the Regular Meeting on June 10, 2019

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

2.2	Discussion and possible action concerning approval of minutes of the Town Hall Meeting on June 17, 2019.
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Mayor Pro Tem Monroe moved to approve the minutes as presented. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding the second reading of an Ordinance to abandon or close a street, alley and/or a public right-of-way, or a portion thereof, which is described as the area between lots 1-3 and lots 6-8 in Block 19 of Division A, commonly known as 906 East Avenue B
3.2	Discussion and possible action regarding the second reading of an Ordinance to rezone 4.03 acres of real property recently annexed into the City's Corporate Limits, from Agricultural District "AG" to Commercial "C"

Council member Williamson moved to approve the consent agenda as presented. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

4.0	BOARDS/DEPARTMENT REPORTS
	<ol style="list-style-type: none"> 1. Information Systems Monthly Report 2. Library Monthly Report 3. Golf Course Monthly Report 4. Municipal Court Monthly Report 5. City Secretary Monthly Report 6. Police Department Monthly Report 7. Utility Billing and Collections Monthly Report 8. Public Works Monthly Report for Electric, Streets, Water/Wastewater 9. Building Official Monthly Report 10. Economic Development Monthly Report 11. Fire Department Monthly Report 12. Parks and Recreation Monthly Report

Monica Wright, Information Systems Director, reviewed her report:

- FY 2018-2019 Projects
 - Old City Hall/Cabling/Audio/Visual
 - Ran/terminated Cat6 cable to the entire building/future needs
 - Completed audio/visual system built and designed with additional capabilities and future expansion kept in mind
 - Expansion of phone system on all floors
 - Wireless access points on all floors
 - 12 count fiber optic cable
 - Additional building joined to the City network
 - Fiber Expansion to Chambers & Old City Hall
 - Fiber expansion from City Hall to Old City Hall
 - Fiber expansion from City Hall to IT Building (current Council Chambers)
 - Two buildings added to the existing City network
 - Failover Firewall/High Availability
 - Implementation of failover firewall with high availability software package
 - In the event that the main firewall incurred hardware failure, the second firewall would take over with no downtime
 - Adds additional security features for monitoring and tracking the security of the City network

- Provides reliability/redundancy/security of network
- Disaster Recovery NAS/Replication
 - Implementation of Disaster Recovery Network Attached Storage (NAS) device
 - Allows for offsite replication of data from each NAS that contains network backups
 - Provides reliability/redundancy
- Police Department Server/Server Rack Recabling
 - Implementation of second PD host server
 - Allows for constant replication of PD network data between two host servers
 - Provides reliability/redundancy
- Replacement PCS
 - Replacement of 16 desktop pc's due to outdated, failing hardware or unsupported operating systems in various departments
 - Life expectancy of desktop pc's is four to five years
- She reviewed the City's Fiber Connected Network and PD Network
- Servers: 7 at City Hall and 6 at Police Department

Council thanked Information Systems Director Wright for her report and the work that the IT Department does for the City.

5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

- Storms – It seems that the City's weekly severe weather has generally caused mostly inconvenience and isolated property damage. Van Berry, Golf Course Manager, reports that his crews, and a number of volunteers, have spent several days after each storm removing brush and limbs so that course closings could be minimized. Two billboards were destroyed on property adjacent to Brook Park, and City Staff have notified the property owner regarding the determination that the signs could not be replaced due to the extent of damages. The owner and/or sign company may challenge the determination, however; they have not had the opportunity to reply. Electric outages have occurred during all events, but have been short-term and isolated.
- Parks - Quick repairs were made to the pump impeller at Hanna Springs Pool this week resulting in only a two-day closure. The Parks & Recreation Director, Chris Eicher, reported that the impeller failed resulting in loss of filtration and disinfection of the pool. City Staff was able to maintain disinfection through broadcasting chemicals and algacide. Thanks to Parks & Recreation Director Eicher and his crew who worked into the night on Thursday to make the necessary repairs.
- Spring Ho - All City Departments report that they are ready for Spring Ho. Spring Ho representatives met with City Staff on June 12 to review events, Staff deployment and scheduling. County Judge Hoyer also expressed his thanks to the City for assisting with all aspects of the event.
- W/WW Building - The first progress meeting for the Water/Wastewater shop and lab was held on June 20. According to City Staff, the project is slightly ahead of schedule. The pad is completed and is currently being trenched for beams. Forms are also being set for exterior concrete work next week.
- Fire Chief – City Staff is pleased to report that Jeffrey Smith has accepted the position of Fire Chief for the City of Lampasas. Mr. Smith brings over 20 years of hands on and administrative fire service experience to Lampasas, and was unanimously recommended by the City's Interview Board. Staff will provide contact information for Mr. Smith in the event you wish to send your congratulations.

- He informed Council that the Lampasas Central Appraisal District budget hearing has been rescheduled for July 2 at 4:00 p.m. in case anyone was interested in attending.
- He received notice that the elevator installation folks were scheduled to be at the Old City Hall tomorrow, June 25.

5.2	MAYOR'S COMMENTS
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Mayor Talbert expressed that the City was excited on the hiring of Mr. Jeffrey Smith who comes with years of experience. She thanked the City Staff who participated in the interviews but especially thanked City Manager deGraffenried for the professional process of these Fire Chief interviews.

Mayor Talbert also noted that as she drove around the town after the recent storms, she noticed City crews were not just waiting for work order calls, they were out looking for any problems. She expressed her gratitude to them and asked that City Directors pass the word to them on a job well done.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
7.1	Discussion and possible action regarding approval of Spring Ho Fireworks Display at Gavin Garrett Soccer Park by Pyrotecnico Fireworks, Inc. on July 10, 2019.

Ronnie Withers, Fire Marshal, explained that City Staff is requesting approval from Council to allow Pyrotecnico Fireworks, Inc. to conduct the Annual Fireworks Display on Wednesday July 10, 2019 that will begin at approximately 9:00 p.m. and last about 20 minutes.

Withers reviewed the following information:

- This display is part of the Spring Ho Festival Community Event.
- This is the same company that has been used for the last two years.
- The Lampasas Gavin Garrett Soccer Complex parking lot will be the site location for this event.
- The vendor has provided site plan, insurance policy and application to the State Fire Marshal's office.
- The Lampasas Fire Marshal will inspect the site and the LFD will have two (2) fire trucks on site during the event.

Mayor Pro Tem Monroe moved to approve the Spring Ho Fireworks Display at Gavin Garrett Soccer Park by Pyrotecnico Fireworks, Inc. on July 10, 2019. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Council member Clark stepped down from the dais and refrained from any discussion regarding Item 7.2.

7.2	Discussion and possible action regarding approval of engineering proposal for the assessment of the Pretreatment Plant in the amount of \$55,000.00 to Jones-Heroy & Associates.
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Gary Cox, Assistant City Manager, explained that City Staff has recently completed the process for renewal of the TCEQ permit for the wastewater treatment plant, as well as the negotiations of the terms of

a contract with Ajinomoto Foods regarding the pretreatment facility, which serves their operations. Based on recommendations received through the permitting process, the City should seek opportunities to reduce solids content, which are received by the plant. Currently, one hundred percent (100%) of the capacity of the pretreatment facility are contractually allocated to Ajinomoto, which limits opportunities the City may be able to realize by utilizing any excess capacity the pretreatment facility may offer. Additionally, the City has recently increased the level of maintenance to ensure the components of the pretreatment process remain clear of blockages to minimize environmental issues and effects on the operations of Ajinomoto.

Cox noted the following:

- The engineering analysis is recommended so the pretreatment processes can be evaluated to determine what improvements may be needed, as well as determine where operational efficiencies can be realized to assist in reducing operational costs.
- Fifty percent (50%) of the cost of the analysis will be reimbursed to the City per contractual terms with Ajinomoto Foods North America.

Mayor Talbert noted that if a motion were made to approve this engineering proposal, that it be contingent upon the City receiving a signed contract from Ajinomoto Foods, which has been sent to them but not received back.

Mayor Pro Tem Monroe moved to approve the professional services agreement with Jones-Heroy & Associates, contingent upon receiving a sign contract agreement from Ajinomoto, to perform an engineering analysis of the Wastewater Pretreatment Facility and associated components and authorize the City Manager to execute related documents. The motion was seconded by Council member Toups and with a vote of six in favor and one recuse (Clark), the motion carried.

Council member Clark stepped back up to his seat at the dais.

7.3	Discuss and consider options related to Public Art at City Hall
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City Manager deGraffenried explained that this item was discussed in workshop session.

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

7.4	Discussion and possible action regarding the first reading of an Ordinance to amend Chapter 82, Article V, Division 4, Sec 82-413- Residential Septic Waste Disposal; Charges
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Stephen Sewell, Plant Supervisor, explained that during a review of the Residential Septic Waste Disposal Ordinance there are some amendments that need to be made based on daily practices. Section B of the City's current Ordinance refers to coupons that are no longer issued by the City of Lampasas, and notice of the fee schedule needs to be provided. In addition, Section D states no disposal will be accepted after hours; however, the City would like to stipulate that emergencies will be accepted and will be charged after hour fees.

The fees mentioned are located in Appendix A:

- .075 per gallon charge for septic waste in tank
- Annual permit for septic tank hauler: \$25.00
- After hour and emergency disposal fee: \$100.00

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance to amend Chapter 82, Article V, Division 4, Sec 82-413- Residential Septic Waste Disposal; Charges. The motion was seconded by Council member White.

Council member Clark asked about the after-hours disposal fees. Would the cost be \$100.00 plus the per gallon charge and would City Staff be present?

Plant Supervisor Sewell replied yes to both questions.

After no further discussion or questions, Mayor Talbert called for a vote on the motion made and seconded. With a unanimous vote, the motion carried.

7.5	Discussion and possible action regarding the first reading of an Ordinance amending City of Lampasas Code of Ordinances Chapter 22, Section 22-35 and 22-36; to conform Lampasas' Code of Ordinances to recent local option election results; providing a severability clause; and providing an effective date.
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City Manager deGraffenried explained that after consultation with the City Attorney, Jo Christy Brown, City Staff offers the attached Ordinance for consideration related to the recent Local Option Election. The ordinance validates the voters' wishes, and provides that all businesses will be regulated according to State Law, and local Ordinances when allowed by the Alcoholic Beverage Code ("Code"). Staff will also prepare applicable Zoning amendments, as allowed by Code, for further consideration.

Mayor Pro Tem Monroe moved to approve the first reading of an Ordinance amending City of Lampasas Code of Ordinances Chapter 22, Section 22-35 and 22-36; to conform Lampasas' Code of Ordinances to recent local option election results; providing a severability clause; and providing an effective date. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

Adjourn

Mayor Pro Tem Monroe moved to adjourn the meeting at 7:27 p.m. The motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ of _____, 2019.

Misti Talbert, Mayor

ATTEST:

Christina Marez, City Secretary