

**MINUTES OF SPECIAL MEETING OF THE GOVERNING BODY  
OF THE CITY OF LAMPASAS, TEXAS  
CALVERT MUNICIPAL BUILDING  
CITY COUNCIL CHAMBERS  
302 E THIRD STREET  
Monday, August 2, 2021  
5:30 p.m. Special Session**

The City Council of the City of Lampasas met in Regular Session on the above date and time with Mayor Monroe presiding.

**Council Members Present:**

Cathy Kuehne  
Randy Clark  
Chuck Williamson  
Zachary Morris (left at 6:30 p.m.)  
Herb Pearce  
Bob Goodart

**City Staff Present:**

Finley deGraffenried, City Manager  
Becky Sims, City Secretary  
Yvonne Moreno, Finance Director  
Monica Wright, IT Director  
Sammy Bailey, Police Chief  
Jody Cummings, Assistant Police Chief  
Chris Eicher, Parks Director  
Jeffry Smith, Fire Chief  
Carlos Garcia, Street Superintendent  
Van Sims, WWW Operations Manager  
Flint Geagley, Electric Superintendent

**Council Members Absent:**

N/A

**SPECIAL SESSION  
5:00 P.M.**

I. Call to order Special Session -Mayor Monroe opened the Special Session at 5:00 p.m. She advised that the agenda is heavy, stay focused on information presented and ask questions as needed.

II. Departmental Budget Presentations

• **5:00- Opening Comments**

Finley deGraffenried, City Manager presented Council with a roll-up of operating funds and an overview of the department budgets that will be presented this evening. Staff has presented a base budget and amendments will be made via budget memos throughout the process. Staff has been conservative with their individual budgets. The following are items to be considered as the budgets are presented this evening:

- Cost Share opportunities have not been determined for WWTP Improvements
- Capital items are light
- Lineman/Staff needs for Electric Department in near future
- HOT Fund Projects- Identify areas of focus
- Utility Rates

• **5:15- 5:21 Street**

Carlos Garcia, Street Superintendent advised the FY 21/22 budget is very similar to FY 20/21, no Capital Projects related to equipment or apparatus. Discussion included Collection Station hours, drainage, paving (rip rap, concrete base & sides), East Third Street Project (handicap ramp/ new curb & gutter)

• **5:22-5:31 Water/Wastewater**

Van Sims, WWW Operations Manager presented the following for FY 21/22 Budget:

**Increases from the FY 20/21**

- 600 ¾ Water Meters (500 to swap/ 100 for new housing developments) \$128,000.00
- New 1-ton pickup to replace 1999 ¾ ton pickup- \$60,000.00
- SCADA upgrade- \$40,000.00
- Year two on Backhoe Lease
- Additional \$2,000.00 for Lift Station Maintenance
- Additional \$12,000.00 for Sewer Maintenance (manhole refurbish/replacement)

- Additional \$25,000.00 for Clarifier Control Box Splitter Gate

***Decreases from the FY 20/21 to the FY 21/22 Budget***

- Water Maintenance by \$42,000.00
- SCADA Maintenance by \$10,000.00
- Meter Purchase by \$211,000.00
- Water Extensions by \$55,000.00

- ***5:31-5:38- Electric***

Flint Geagley, Electric Superintendent advised the FY 21/22 Budget has very few changes from FY 20/21. The current material prices are a factor; buying bulk whenever possible. SCADA installation, and possibly adding Staff in the near future.

- ***5:39-5:50 - Parks***

Chris Eicher, Parks Director advised that the only Capital expense for FY 21/22 is a new pool liner for Hanna Springs Pool in the amount of \$150,000.00. 35 feet of retaining wall is scheduled to be replaced in the near future. Additional Park Discussions included:

- Additional funding for retaining wall maintenance
- Campbell Park Springs Rod Iron Fencing
  - Wading pools- Heritage Foundation Project
- Park Projects Timeline
- Connectivity Planning- Trail Extensions
  - Comprehensive Plan
  - Parks Master Plan
- Building Maintenance Position- alleviate additional workload for Park Techs
- Hostess House
- Campbell Park Skate Park
- Campbell Park Pavilion

- ***5:51-6:09- Police Department***

Sammy Bailey, Police Chief provided overview of basic police officers to master peace officers; including the required licensing and training for all officers. Capital expenses include the replacement of two units; one 2010 Crown Victoria & one 2011 Crown Victoria with high mileage and older cameras. The total cost per unit including equipment is \$110,000.00. Communication, technology assistance would be a huge resource, this would include program assistance and maintenance.

- ***6:10-6:35- Fire Department***

Jeff Smith, Fire Chief advised that the FY 21/22 Budget does not include the proposed staff structure that was presented during the Council Work Session. Discussions included the following:

- Uniform alignment
- Small equipment increase
- Software increase
- Decrease in phone bill
- Testing equipment/hoses
- Additional funding for apparatus
- 75 ft. vs 100 ft. ladder truck
  - Require additional manpower
- WWW Maintenance/Upkeep with Fire Hydrants

Council took a 5-minute break

- ***6:41-6:54 - Information Systems***

Monica Wright, IT Director presented the following:

- Reoccurring expense increases
- Hardware replacements
- Migrate to the Office 365 Plan 2
- Main Fiber Switch at City Hall
- Anti-Virus Upgrades
- Watch Guard to Cloud
- Meter Reader Hand Held Upgrade
- SCADA
- New EDC/City Website Designs
- 15-20 annual replacement of equipment/6 printers
- Travel- Training (Cyber Program)
- Office Equipment Maintenance (INCODE) other software
- Communication/IT Employee
  - Website upkeep/postings/maintenance
  - Social Media Posts (FB, Instagram/Twitter etc.)
  - Contracts
  - PO's
- Window Security- Server Room
  - Bars on windows
  - Alarm & Security Camera

• **6:54-7:00- Finance- Utility Billing and Collection**

Yvonne Moreno, Finance Director advised changes are minimal between both areas. The highest expenses are Professional Services and Supplies

**Takeaways from Budget presentations for consideration:**

- Drainage Projects
- Water Extension Funding (future needs)
- Personnel/Organizational Needs
- W.M. Brook Park Retaining Wall Project Funding (future needs)
- Campbell Park Springs Fencing
- Connectivity- Master Plan
- Building Maintenance Needs
- Fire Hydrant Maintenance

III. Discussion and possible action regarding modifications to the FY 2021 Budget

There was no action taken regarding modifications at this time.

IV. Adjourn Special Session- The budget meeting was adjourned at 7:10 p.m.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
TJ Monroe, Mayor

ATTEST:

\_\_\_\_\_  
Becky Sims, City Secretary

*Special Meeting August 2, 2021*