

**MINUTES OF REGULAR MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, May 9, 2022
5:30 p.m. Workshop Session
6:00 p.m. Regular 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:

Chuck Williamson
Randy Clark
Bob Goodart
Zachary Morris
Herb Pearce
Cathy Kuehne arrived at 5:35pm

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Jody Cummings, Interim Police Chief
Monica Wright, IT Director
Becky Sims, City Secretary
Jeffrey Smith, Fire Chief
Yvonne Moreno, Finance Director
Charlie Boswell, Lt. Investigator

Council Members Absent:

N/A

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Monroe called the meeting to order at 5:30 p.m.

2. Discussion regarding draft agenda for May 19, 2022 Council Work Session.

Council reviewed and approved the draft agenda, day & time for the next Council Work Session.

3. Discussion regarding FY 2022 Second Quarter (2Q) Financial Update.

City by Major Account

- Overall position can be described as positive and consistent with plan
- Revenue production is 44.12% of annual plan with peak water and electric income typically in 3Q and 4Q. Revenue is also \$339,413 better than previous year
- Expense is 41.25% of annual plan and \$2,237,492 less than previous year due in part to impacts of Winter Storm Uri, and Capital Expense in the Street and Police Department in FY 2021
- Net surplus/(deficit) through 2nd Quarter is \$904,260. The City's net position YTD has also improved \$2,576,905 compared to FY 2021

Major Revenue Account

- Tax Revenue is 68.51% of annual plan, and \$173,808 better than previous year. Sales Tax is 59.41% of annual plan at \$1,143,673, and \$139,019 better than previous year
- Property tax revenue is 97.37% of annual plan at \$1,363,230 and \$11,668 better than previous year
- Other revenue is 45.04% of annual plan, however; is \$150,324 better than previous year
- Other revenue for Solid Waste is 54.06% of annual plan and \$54,377 better than previous year; Electric is 44.24% of annual plan and \$77,137 better than previous year; and Airport is 117.13% of annual plan \$68,709 better than previous year due to reimbursement from TxDOT for project share

Major Expense Account

- Salary expense is 44.98% of annual plan, however; \$15,033 worse than previous year
 - Council member Pearce inquired about deficit. Advised due to departmental vacancies
- Supplies expense is 51.39% of annual plan and \$1,439,599 better than previous year due, in part, to Electric Department Cost of Electricity in the previous year
- Capital Expense is 17.54% of annual plan, and \$1,040,882 better than previous year due to Police Department radio, communication and equipment expense of \$462,095 in the previous year; and Street Department paving expense of \$789,388 in the previous year

Fund Performance by Income and Expense

- General Fund performance is consistent with plan with 43.56% of income and 42.33% of expense through the 2nd Quarter, and a net position of \$148,148. Performance is better to previous year by increases in Sales Tax and timing and amount of Capital expense
- Water/Wastewater Fund is near plan with 45.52% of income, and 46.52% of expense through the 2nd Quarter. Net position currently is (\$54,059). Performance has been impacted by increased expense in 5400 Maintenance for Georgetown Tank Maintenance, and 5200 Supplies for increased Water Availability rights
- Electric Fund is consistent with plan receiving 44.38% of annual revenue and using 37.92% of annual expense through the 2nd Quarter. Net position is currently \$842,580

Water/Wastewater Fund

- 4400 Other Revenue is performing well going into higher use months. 420-4420 Water Sales are \$1,346,292, or 46.42% of the annual plan. 430-4430 Wastewater fees are \$935,479 or 51.97% of the annual plan.
- 5200 Supplies for the Fund are \$801,190 or 72.03% of the annual plan and may exceed plan by year end. 5245 Gas and Diesel costs are above targets in all Departments. The other major impact to Supplies is in account 520-5236 Water Rights which is currently \$318,485, or \$122,485 more than the annual plan due to increased Water Availability contracts on Brazos River Authority renewal.
- 5400 Maintenance is \$424,092 or 44.75% of annual plan, however; \$209,247 worse than previous year due to expense of the Georgetown Tank coating. The project is contracted to come in well below engineering estimates

Electric Fund

- 4400 Other Revenue is \$5,697,162 or 44.24% of annual plan through the 2nd Quarter; and is \$77,137 better than previous year. 410-4410 Electric Sales are \$5,666,210 or 48.64% of annual plan going into peak usage months.
- 5200 Supplies are \$3,062,384 or 48.21% of annual plan through the 2nd Quarter. Of note is comparison to previous year, that indicates a \$1,689,687 improvement due to the financial impacts of Winter Storm Uri to ERCOT market rates
- Net position of the Electric Fund is \$842,580.68, a \$1,727,480 improvement from previous year through the 2nd Quarter

Wrap-Up

- Through 6 months the City's FY 2022 Plan is on track, and has recovered well from impacts of Winter Storm Uri and COVID-19
- The City will continue to be impacted by higher prices for materials, labor, fuel, and equipment; and will also be impacted by supply chain delays
- The City has, despite impacts of Winter Storm Uri and COVID-19 maintained an aggressive capital and public works program
- The City's workforce will continue to be impacted by inflation, retirements and competing jurisdictions
- Staff recommends on-going monitoring, and if conditions remain stable, consider workforce retention and recruitment plan including compensation
- Only if it does not impact our ability to provide efficient service, staff also seeks Council input for compensation to current employees in lieu of new staffing.
 - Council inquired about Compensation Surveys; ACM Ward is currently looking into this.

With no additional discussion, by consensus Council acknowledged FY 2022 Second Quarter Financial Briefing.

4. Discussion regarding Calvert Municipal Building Improvement Project Scope.

Mr. deGraffenried explained that the 3,000 sq ft basement area, interior and exterior lighting, interior wall finishes and landscaping were not included in the original rehabilitation scope. Staff is seeking Council direction on moving forward in identifying project scope. The exterior lighting and landscaping were delayed due to the Third Street Project.

Council member Clark asked if Staff intended on engaging a landscape architect; advised that it is likely a landscape scope can be developed without expense of a landscape architect.

Mr. deGraffenried invited Council to tour the basement after the Workshop Session.

With no additional discussion, by consensus Council agreed to move forward with identifying project scope.

5. Discussion and presentation of FY 2022 Street Improvement Projects.

Ryan Ward, Assistant City Manager provided Council an overview of the Pavement Evaluation (Paser).

- City of Lampasas maintains approximately 60 miles of road.
- Paser Rating System implemented by the City of Lampasas Street Department
 - 1-10 rating systems- 1 being the worst condition and 10 being the best condition.
 - City road condition:
 - Fair, Good Excellent Rating- 51 miles
 - Requires no maintenance, 1"-2" overlay or sealcoat
 - Poor, Failed- 5 miles
 - May require overlay, sealcoat or complete rebuild

- *Mill/Overlay Application- thin layer of asphalt removed with Hot Mix Asphalt placed on top*
- *Sealcoat Application- Emulsified Asphalt (liquid) and Aggregate Rock.*
- *Reviewed Preventative Pavement Life Cycle*
 - *Sealcoat and crack repair every 4 years will extend service life*
- *Proposed Mill/Overlay Contracted Paving Projects= \$391,425.11*
- *Proposed Sealcoat Paving Internal Projects= \$45,423.00*
- *FY 2021-2022 Street Maintenance Budget \$456,573.00*

Council Discussion

- *Drainage*
- *Street Cuts/ Repair due to WWW projects*
- *Difference in road elevation to curb (steep drop-offs)*
- *Cemetery/City Parks*
- *Coordinate with other utility projects*
- *Citizen notification procedures*

With no additional discussion, Mr. Ward advised there is a corresponding action item on the Regular Agenda for Council consideration.

Without objection Mayor Monroe moved to the National Police Week Proclamation

Mayor Monroe read the following proclamation recognizing the City of Lampasas Police Department

National Police Week Proclamation

Whereas, the Congress and President of the United States have designated May 15 as Peace Officer Memorial Day, and the week in which it falls as Police Week; and

Whereas, the members of the Lampasas Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Lampasas; and

Whereas, it is important that all citizens know and understand the problems; duties and responsibilities of their Police Department, and that members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the week against oppression or intimidation; and

Whereas, the Lampasas Police Department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service:

NOW, THEREFORE, BE IT RESOLVED that I, **Mayor TJ Monroe**, call upon all citizens to observe the week of **May 15-21, 2022** as National Police Week by commemorating and thanking our police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER wish to extend appreciation to Interim Chief Jody Cummings and the Lampasas Police Department for the vital services they perform and their exemplary dedication our community.

IN WITNESS WHEREOF I have hereunto set my hand this the 9th day of May 2022.



6. Discussion regarding walking trails combination and options.

Mr. Ward advised that City Manager deGraffenried reported on the proposed trail route in his CM Report at the April 21, 2022 meeting. At this time Staff is asking City Council for feedback and comments regarding the proposed trail route and recommendations for next steps. Mr. Ward invited Council to drive or walk the proposed trail route.

Council, by consensus agreed to move forward with finalizing draft trail route and seek engineering consultant regarding scope, ADA accessibility and grade. Council discussed pedestrian walk ways and signage across fourth street; and possibility of cost sharing with TxDOT. Mayor Monroe advised of volunteers willing to assist with finalizing trail route. Council member Morris had questions regarding connectivity and safety, he will schedule meeting with Mr. Ward to discuss at a later time.

7. Discussion regarding zoning amendments related to building height.

Becky Sims, City Secretary/Zoning Administrator reported to Council that the owner of the assisted living development on South 281 would like to build 2 four-story age restricted multi-family complexes. Currently the zoning regulations allow for 35 ft or 2/12 story buildings. Staff feels it would be beneficial to amend zoning regulations for all zoning districts as opposed to making an amendment for one development. It is common among most municipalities to allow for greater than 35 ft in height with restrictions. These restrictions can be location, lot size, and/or density among other items to be considered. This information was brought before the Planning Commission at the May 5, 2022 meeting. Staff will continue to review other municipalities and resources to prepare draft amendments. The proposed amendments will be presented at a future meeting after consideration by the Planning Commission.

Current City of Lampasas Zoning Regulations

Residential

- 2 ½ stories or 35 feet. (max height)
 - A story is typically 13 or 14 ft
- Multi-Family Apartments 3-Story (max height)
 - Exception- Planned Development- (may exceed 35 ft)
 - Planned Development is an overlay of the base district- accommodates industrial districts, offices, retail, commercial, shopping centers, residential developments of multiple or mixed housing. May be used to permit new or innovative concepts in land utilization.
 - Podium Structure- 5 over 2
- Multi-Family- Triplex/Quadraplex- 2 Story (max height)

Commercial

- Office- 2 story (max height)
- Neighborhood Retail- 1-story (max height)
- Retail- 2 story (max height)
- CBD- 3-story (max height)
- Commercial- 3-story (max height)
- LI- Occupied Structures- 2-stories /35 ft (15,000 sq ft lot)
 - Unoccupied- no height limit unless adjacent to residential- then setbacks
- HI-Occupied Structures- 3- stories/45 ft (15,000 sq ft lot)

- *Unoccupied- no height limit unless adjacent to residential- then setbacks*

Things to consider:

- *Building height regulations are intended to secure safety, provide adequate lighting and air, and to protect the character of the districts.*
- *Lot Size*
- *Density*
- *Set backs*
- *Water Availability*
- *Fire Safety*
- *Fire Suppression*
- *Character of Neighborhood /Area*
 - *Stand out/Blend in*
- *Protection of view/obstruction*
- *Aesthetics – appreciation of surroundings*
- *Aviation Regulations*

Comprehensive Plan-

- *Action 3.1.2 Consider a comprehensive update to the City’s zoning, subdivision, and other development regulations to implement the recommendations identified in the Comprehensive Plan and improve the quality and character of the built environment.*
 - *To improve design criteria and the built environment over time, an update to the City’s zoning, subdivision, and development regulations will be needed.*

8. Discussion regarding Wayfinding Signage.

Becky Sims, City Secretary/Zoning Administrator provided an update to Council for consideration in moving forward with RFP (Request for Proposals) for Wayfinding Project.

Recap from November 2021

Goals

- *Increase awareness of Lampasas*
- *Promote business and historical landmarks*
- *Provide a positive experience for visitors and locals*
- *Increase merchant revenues and foot traffic*
- *Take advantage of highway(s) 190,183, & 281.*

Strategy

- *Identify Quick Wins*
- *Phased Project*
- *Sign Visibility- Size*
- *Sign Placement*
- *Specific/Generic*
- *Dining vs. Name of business*

Considerations

- *Sign Material/ Maintenance*
- *Branding/Consistency*
- *TXDOT Regulations*
- *Track Successes*
- *Sign Master Plan (Phased/Budget/Funding)*
- *Community Involvement*
- *Stakeholder Satisfactions*

Additional Considerations in moving forward

- *Keep it simple*
- *Differentiate between vehicular and pedestrian signage*
 - *Vehicular should not have more than three destinations*
 - *Pedestrians/Bicyclists should be oriented away from motorist’s view*
 - *Outside of TxDOT R-O-W*
- *Market Lampasas (Gateway vs Wayfinding Placement)*
- *Brand/Logo- Familiarity*
 - *City Facility Signs*
- *Location- Hot Spots*
 - *Prevent crowding/sign pollution*

Council member Morris recommended looking into cost sharing with organizations that would benefit from wayfinding signage.

Mayor Monroe asked if this has been presented to the Capitol Improvement Committee (CIP) advised that Gregg Bartus, FSG group presented a wayfinding presentation to them last summer and they received a copy of the presentation I presented to Council in November. Staff has also discussed during various CIP meetings. They are ready to proceed sooner rather than later.

Council, by consensus agreed to move forward with the RFP.

9. Discussion regarding Fire Department Incident Report & Billing

Chief Smith reported to Council that On November 22, 2021, the Lampasas Fire Department requested guidance from City Council on whether to begin billing individuals for services provided by the Lampasas Fire Department as it pertains to motor vehicle accidents. At this time Staff will need to begin billing again or cancel the account with Fire Recovery USA. The billing company has advised that insurance providers are increasingly refusing to pay invoices that are sent directly to the provider. Their advice was to begin billing the insured individuals for services and have the individual forward the invoice to the insurance provider. The Lampasas Fire Department does recover around \$7,000.00 annually for these types of responses.

Council member Morris asked if Fire Recovery USA has legal counsel on staff to assist with collections from insurance companies. Chief Smith will contact Fire Recovery USA and find out more about their due diligence and collection efforts and report back to Council.

10. Discussion regarding any item on the regular agenda

There was no discussion

11. Adjourn Workshop Session

Council member Morris moved to adjourn workshop at 7:10 pm; Mayor Pro -Tem Williamson seconded the motion and with a unanimous vote, the motion carried.

REGULAR SESSION

ANNOUNCEMENTS

1. Call to Order

Mayor Monroe called the Regular Session to order at 7:21 p.m.

2. Invocation and Pledge of Allegiance

Jody Cummings, Interim Police Chief, gave the invocation and the Pledge of Allegiance to the U.S. and Texas flags were recited.

3. Presentations and Proclamations

- “National Police Week” May 15, 2022-May 21, 2022 (presented during Workshop)
- “National Public Works Week” May 15, 2022-May 21, 2022

Public Works Week Proclamation

WHEREAS, public works services provided in our community are an integral part of our citizen’s everyday lives; and

WHEREAS, the support of an understanding and informed public is vital to the efficient operation of public works systems and programs including water, sewer, streets, public buildings, and wastewater disposal, to provide these essential services to our citizens; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skills of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people’s attitude and understanding the importance of the work they perform.

NOW, THEREFORE, I, TJ Monroe, Mayor of the City of Lampasas, do hereby proclaim the week of May 15-21, 2022 as

**Public Works Week
“Building for Today, Planning for Tomorrow”**

in the City of Lampasas, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Lampasas to be affixed this 9th day of May, 2022.

	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

1.2	Citizen comments- Any citizen who desires to address the City Council on a matter that is included on the Agenda may do so at this time.
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There were no citizen comments

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular Meeting held on April 25, 2022.

Mayor Pro Tem Williamson moved to approve the minutes as presented, Council member Kuehne seconded the motion and with a unanimous vote, the motion carried.

4.0	BOARDS/DEPARTMENT REPORTS
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There were no board reports

	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

Pavilion *Chris Eicher reports the Pavilion will be ready for use for the Lampasas Association for the Arts (“LAFTA”) Art in the Park for Kids this Saturday. Some remaining work is will be required for electric connections, however; all flat work and structural work is complete. The City did install an expanded, and thicker, ramp into the pavilion to allow for possible access by food vendors or other displays. With a new, potentially rentable, facility, staff plan to discuss possible rental procedures and rates with the Park Board prior to referral to Council for consideration.*

Kiwanis *Staff understands, through the Lampasas Kiwanis’ President, that the grant application their organization submitted for a splash pad was not awarded. The President did meet with staff however; and discussed the possibility of funding from the local Club for the same purpose. Although a more thorough investigation of installation, water and maintenance costs will need to be explored, staff suggested the conversation continue through the Park Board and Council if any item is determined to be actionable.*

Skatepark *Since staff’s last report to Council on April 25th, staff has tentatively scheduled a 2nd Stakeholders’ meeting for June 1st. The meeting was scheduled understanding, Council will have the opportunity to provide input and direction on the Skatepark after the May 19th planning workshop and the May 23rd Council meeting. The timing should also provide staff the opportunity to act on direction provided by Council.*

AFNA *Staff and consultants met, virtually, with representatives from Ajinomoto Foods North America (“AFNA”) on May 5th to discuss the progress on improvements at the AFNA*

site as well as any additional information needed by AFNA to move the pre-treatment process forward. As reported at the meeting, the on-site grease interceptors are at 95% design phase, and can be ready for bidding within the next 30 days providing capital funding is approved by AFNA. The City's engineering consultant also sent AFNA staff previously sent and new requested information related to the quality of effluent, conceptual design and cost methodology. Another meeting will be scheduled after AFNA has the opportunity to review provided information, but no later than the end of May.

Insurance Reporting Staff received a briefing on May 5th related to the City's claims to premium ratios for employee health coverage in anticipation of rate setting for FY 2023. Although the running 12-month claims were 84% of premiums, rate prospects could improve by waiting 1-2 months for high cost months to drop off. Annually the shared cost of health insurance is approximately \$1,265,000.00.

Business Park Staff on the ground report good progress on Phase 1 construction at the Business Park. With the exception of tie-ins to US 183, and drain culvert elevations, the sub-grade is to elevation and will be ready for base after installation of water, sewer and drainage. The detention pond is excavated to elevation, and handled our recent rain as designed. Based on the contractor's schedule, utility construction will commence the week of May 9th. The project is estimated, conservatively, 2 to 3 weeks ahead of schedule. Mandy or Ryan would be happy to coordinate and schedule a drive through for interested Council members.

Summer Reading Shanda reports Summer Reading Program registration will begin on May 16th for youth and teens. Programming will begin June 1st and run through July 1st with youth meeting Monday, Wednesday and Friday; and teens meeting on Tuesdays. The theme this year is Read Beyond the Beaten Path, and as with the Trail of Tails, the Library is coordinating with the Park Department for use of City Parks for their program locations. Shanda anticipates 75 to 100 participants.

Tex-21 Staff attended, virtually, the first Tex-21 meeting since Council approved membership. Several items of local interest were discussed including US Representative John Carter encouraging continued dialogue between the Department of Defense and various State Departments of Transportation to gain momentum for I-14; and the current status of feasibility and design of I-14 through the Brazos Valley Metropolitan Planning Organization ("MPO"). The MPO estimates, under the best of circumstances, with funding available, it could take 15 years before a shovel is turned. Additional discussion related to the inclusive nature of the organization to include multi-modal programs: freight, rail, and port.

5.2	MAYOR'S COMMENTS
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There were no Mayor comments.

6.0	UNFINISHED BUSINESS
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There was no unfinished business.

7.0	NEW BUSINESS
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7.1	Discussion and selection of website photo contest
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Council member Kuehne moved to approve entry #1, without a second, the motion died. Council member Pearce moved to approve entry #2, the motion was seconded by Council member Morris, the motion carried with Kuehne in opposition.

7.2	Discussion and possible action regarding replacement of Rheem 4 Ton Unit at City Hall
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Council member Morris moved to approve the replacement of the Rheem 4 Ton Unit at City Hall by Millers Service Company in the amount of \$5,815.43, the motion was seconded by Council member Kuehne. Mayor Monroe opened the floor for discussion. Council member Morris asked to amend his motion to approve the replacement of the Rheem 4 Ton Unit at City Hall by Millers Service Company in an amount not to exceed \$6,300.00, without objection by Council the amended motion was accepted and seconded by Council member Kuehne and with a unanimous vote, the motion carried.

7.3	Discussion and presentation of FY 2022 Street Improvement Projects
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Council member Goodart moved to approve, using the identified Mill and Overlay streets cost estimate list, developing a project scope and advertising for Request for Bid (RFB), the motion was seconded by Mayor Pro-Tem Williamson and with a unanimous vote, the motion carried.

7.4 Discussion and possible action regarding Fire Department Incident Reporting & Billing

Council member Pearce moved to begin billing the insured individuals directly, the motion was seconded by Council member Clark, with Council members Goodart, Kuehne, Morris, Mayor Monroe & Mayor Pro-Tem Williamson voting in opposition the motion failed.

Adjourn into Executive Session – Council member Morris moved to adjourn into Executive Session at 7:50 pm, the motion was seconded by Council member Clark and with unanimous vote, the motion carried.

EXECUTIVE SESSION

The City Council of the City of Lampasas, Texas will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

Section 551.086 (Relating to the authority of public power utility governing bodies to deliberate regarding competitive matters) – Utilities

REGULAR SESSION

Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no action taken

ADJOURN- Council member Morris moved to adjourn at 8:15 p.m., the motion was seconded by Mayor Pro Tem Williamson and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary