

**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, June 13, 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:

Davis Keele
Randy Clark
Cathy Kuehne
Zachary Morris
Herb Pearce

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, ACM
Jody Cummings, Police Chief
Monica Wright, IT Director
Yvonne Moreno, Finance Director
Jeff Smith, Fire Chief
Chris Eicher, Parks Director
Lupe Charping, Administrative Secretary
Vicki Tower, Parks Secretary
Wayne Sanders, Electric Crew Supervisor
Justin McDonald, Lineworker

Council Members Absent:

Chuck Williamson

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Monroe called the meeting to order at 5:31 p.m.

2. Discussion regarding Night Skies Initiative.

Mike Watson introduced Lauren and Vivien Martin who presented their Night Skies 4-H skit to Council. Mr. Watson discussed progress relating to the Night Skies Initiative, recognized board members, volunteers, community outreach and appreciation for Vision Lampasas.

3. Discussion regarding Workforce Recruitment/Retention Plan.

Ryan Ward, Assistant City Manager reviewed the data presented over the past few meetings regarding salary comparisons among municipalities. Compensation and cost of living adjustments (COLA) were the focus on this mid-year internal study. Mr. Ward stated while the immediate need to address compensation disparities remains clear, there is also an understanding that this must be approached in a strategic and well-defined manner, for retention of employees in the long-term. Meaning, the City must structure job categories that compare and contrast other municipalities staff knowledge, skills and abilities, with wages that correctly compensate employees and keep the talent local. This plan will need to be revisited again at the first of the fiscal year and incrementally over the next few years. There is a sense of urgency in the current job environment, when the matter of sustained retention is to be the outcome. The City would like to be pro-active during this time and engage Council on a clear path forward.

The Assistant City Manager continued, the key importance of proposing the 3% COLA now, allows all staff to receive a pay increase to help hedge the current inflation cost. This step will be immediate and add some relief to all City employees. The City would tentatively plan to revisit a possible actionable COLA beginning next fiscal year, with a similar percentage at or about 3%. The proposed COLA adjustment cost at 3% for the remainder of the year would be approximately \$68,600. The burden cost yearly will be approximately \$205,801. The funds used to implement this year's COLA will come from vacancy and salary savings within the General Fund and Enterprise Funds. These are funds budgeted specifically for salaries.

The targeted jobs were all customer centric positions, where industry or services provided were critical to sustaining existing infrastructure, as well as safety sensitive positions that provide first responder services. There is a total of fifty-two (52) positions currently targeted for this additional increase, with a cost of approximately \$152,209 for the remainder of the year. Next fiscal year the increased salary burden will be approximately \$456,629. This proposed increase would be inclusive of the mentioned departments; Development Services, Parks, Police, Fire, Municipal Court, Facilities and Public Works (Water/Waste Water, Electric and Streets).

Aside from these two proposed increases, there were other considerations for non-monetary benefits, with the understanding that performance evaluations are a critical piece of the puzzle going forward. The Manager's Office believes that positive impact for retainage of current staff is found beyond just monetary accolades. Although future monetary salary increases, must merit the increased salary based on performance. Unfortunately, the expeditious time manner that this study required to implement did not allow staff time to perform a due diligence effort with these additional benefits and performance measures. So, if Council will allow staff to bring these additional benefits and performance measures before them at a later date, but prior

to next fiscal year, staff can receive input on the most important benefits and bring them back to Council for approval, as well as propose structured organizational change, allowing defined career paths within the City.

In the interest of employee retention as it relates to compensation, the City Manager's Office recommends approval of the 3% COLA and targeted salary adjustments, beginning of the next pay period.

4. Discussion regarding design, costs and progression of the Campbell Park Skatepark.

Finley deGraffenried, City Manager reviewed discussions, actions and timelines regarding Skate Park Project.

Agenda Item Goals

- Opportunity to address questions
- Encourage participation
- Review timeline and Council communication
- Review Contract points
- Validate transparent, frequent, unassuming and complete communication; or in the alternative, lapses in Staff communication to Council
- Consensus and formal action on direction

Project Chronology

- Previous Council's intention was clear that both the Pavilion and Skatepark projects should be done concurrently
- The Public and Stakeholders have been engaged and have been valuable to the process
- Budgets and Costs for both the Pavilion and Skatepark projects have increased above amounts advertised in the Requests for Qualification
- Council has been reminded of the terms of the Skatepark Contract including provisions to terminate the Contract
- Council has been provided background and opportunity to discuss and consider funding, procurement, project scope, costs, needs and design.

Timeline Highlights

- 47 Date References/Communications since July 13, 2020
- **Funding sources** - options, clarification including sources and uses of HOT Funds, Operating and Non-Operating Fund Balances, and use of Certificates of Obligation were referenced 18 times
- **Project Estimates** - estimates, changes in market conditions affecting estimates, modification to estimates, and options for mitigating project costs were referenced 16 times
- **Direction from Council**- including direction to move forward, approval of procurement method, approval of design/build contracts, request to investigate funding options, consideration and modification of scope, and approval of construction contracts were referenced 13 times
- **Combined Projects**— identification of projects being combined was referenced 7 times
- **Procurement**— methods, definition of design/build, statutory guidelines, procurement process and specific scope and review of Request for Qualifications were referenced 5 times.

Contract Notes

- Direction to seek Requests for Qualification ("RFQ") for Design/Build of Campbell Park Skatepark, October 12, 2020
- RFQ's scored December 11, 2020. 6 received, 2 local
- Direction to proceed with highest ranked firm received from Council December 14, 2020
- Contract includes milestones for conceptual design, construction plans and specifications, notice to proceed from City and construction
- All drawings and documents shall be the sole property of the City and may be conditionally used
- City may terminate Contract at any time effective on 15 days' notice

Contracting Status

- 2. Plans and Specifications
 - Promptly upon acceptance and written approval of the Design Drawings by the City, Contractor shall prepare all necessary construction documents for the project including a layout plan, a drainage plan, construction details, a final project budget, and other such plans and specifications as may be required for the Project, consistent with the Master Plan Design Drawings (collectively, the "Plans and Specifications")
 - Upon acceptance and written approval of the Plans and Specifications by the City, the City shall pay Contractor the total of \$12,000.00.
 - Approximately every 4 weeks during the progress of the Project's Plans and Specifications phase, Contractor will submit an application for payment covering a portion of the work performed.

Council Consideration

- Staff Seeks Council Direction
 - Consideration of a Motion to approve Design Drawings for the Campbell Park Skate Park and proceed with the Project under terms defined by Contract including approval of construction in the amount of \$350,000.00 with the City taking responsibility for the construction of the pad/foundation as specified by the Geotechnical Report, or in the alternative
 - Consideration of a Motion to terminate the Contract with SPA Skate Parks for the Design and Construction of the Campbell Park Skate Park under the terms of the Contract

Ryan Ward, Assistant City Manager reminded Council that although it is designed as a Skate Park it will and can be used by those who choose to skate, bike, roller blade, ride scooters etc., Chris Eicher, Parks Director advised that although the Wings of Eagles Organization has been a champion and advocate for the Skate Park it is a community facility. Council Member Morris inquired about timing to break ground if funded. Yann Curtis is hopeful the project can start within the next 4-6 weeks. Council member Kuehne inquired about cost, will the cap remain at \$350,000 as estimated or could the cost increase, Mr. Curtis advised that the project is locked in at \$350,000 to SPA/Newline Skate. Chris Eicher, Parks Director advised that the \$350,000 does not include additional dirt work, pad and additional parking. The pad work has been estimated at approximately \$45,000.00; however, the City will go out for bids.

Mike White, citizen addressed Council that this project has been on-going for some time; it is known that if Council does not approve this project this evening that it will not happen. It is terrible that costs have increased but it is a facet in all areas of life. This park will be used daily. It is a shame that the community has to continue to show support for this project in order for it to be approved. The kids need a place to skate, rollerblade and ride their bikes. If they ride on the sidewalk, jump off curbs etc. they get in trouble. They need a place to go. The design is beautiful and will fit nicely in Campbell Park.

5. Discussion regarding Hanna Spring Wall Removal.

Chris Eicher, Parks Director advised that Staff provided quotes for the wall removal at the May 23rd Council Meeting, the quotes came in higher than budgeted. At that time Council allowed additional time to obtain qualified bids through this meeting. Staff had not received any additional qualified bids; however, he understood Mr. Cabaniss may have received one.

Mr. Cabaniss updated Council that he has received a quote from 3-B Electric that will hire Juan Vidal to do the work upon approval from Council; however, Mr. Vidal will have to obtain his own insurance. The updated estimate for the wall removal with Mr. Vidal completing the work is \$26,000.00. Staff advised this is not a qualified bid since the contractor is not bonded and insured. The procurement process must be followed.

Mr. Eicher advised the fence has been ordered. The material and installation were approved at a previous Council meeting. Once the fence is installed Staff will know the requirements for the water gap and at that time will bring that item back to Council for approval.

6. Discussion regarding Lampasas Central Appraisal District (LCAD) FY 22/23 Budget.

Mr. deGraffenried advised that the appraisal district provided the Preliminary Budget for review. This is basically an invitation to attend the Public Hearing to be held on June 16, 2022. The budget does show a 20% increase from last year which is for new software that was approved in the Fall of 2021. Upon receipt of the LCAD Final Budget the City will have 30 days to respond.

7. Discussion regarding Budget FY 2022/2023.

Mr. deGraffenried, City Manager presented FY 2022-2023 Budget Starting Points for Council

- **Assumptions**
 - Staffing- FTE's to meet current needs
 - Compensation- Budget impact of Retention and Recruitment Plan
 - Tax Rate- \$0.337
 - Sales Tax- slight increase based on trends
 - Property Tax- slight increase due to growth
 - Health Insurance-Undetermined
 - Fees & Rates- Water impacted by BRA (Brazos River Authority) and Tank Maintenance
- **Issues and Impacts**
 - **Utility Consumption**
 - Concerns regarding ERCOT, Fuel and Market impacts to Wholesale Rates

- *Impacts of New Development*
- *Impacts on Wholesale Water Costs*
- *Planning Activities*
 - *Pre-treatment negotiation and implementation*
 - *Upper Pressure Plane/Water Master Plan*
 - *Comprehensive Plan*
 - *Park, Zoning and Subdivision*
- *CIP*
 - *Apparatus*
 - *ARPA Projects*
 - *2022 CO Projects*
 - *Fund 40 Projects*
 - *Fleet*
- *Use of Fund Balances*
- *Leased Equipment*
- *Compensation*
- **Dates**
 - *Audit Committee*
 - *Staff PYE (year-end projections) and Initial Budget-June 15*
 - *Internal Budget Review*
 - *Council Update/Initial Projections- June 27/July 11*
 - *Council Update/Workshops-July*
 - *LCAD No New/Rollback Tax Rates- July 31*
 - *Departmental Hearings- August 15*
 - *Notice of Proposed- August 8*
 - *First Reading- September 12*
 - *Second Reading-September 26*

8. Discussion regarding any item on the regular agenda

There was no discussion.

9. Adjourn Workshop Session

Council member Morris moved to adjourn workshop at 6:57 pm; Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Williamson absent)

Without object Council took at 10-minute break

REGULAR SESSION

ANNOUNCEMENTS

1. Call to Order

Mayor Monroe called the Regular Session to order at 7:10 p.m.

2. Invocation and Pledge of Allegiance

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

3. Presentations and Proclamations

There were no presentations or proclamations

	PUBLIC HEARINGS/CITIZEN COMMENTS
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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.
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Robert Howell citizen from 1108 Bridge Street presented a petition from neighbors and addressed concerns regarding needed street repairs in the proximity of 1197-1203 Bridge Street and the 500 block of Brown Street due to street cuts for water/sewer tap installation for new homes.

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 on June 13, 2022

Council member Keele moved to approve the minutes as presented, Council member Morris seconded the motion, with Council Member Kuehne abstaining, the motion carried. (Williamson absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from May 1, 2022- May 31, 2022.
3.2	Discussion and possible action regarding April 2022 Investment Report
3.3	Discussion and possible action regarding the second reading of an Ordinance amending Appendix A of the City of Lampasas Code of Ordinances, Chapter 62, Solid Waste, Article III, billing Rates and Fees related to the collection of Solid Waste, providing for severability and repealer clauses; and providing an effective date.

Council member Kuehne moved to approve the consent agenda as presented, Council member Clark seconded the motion and with a unanimous vote, the motion carried. (Williamson absent)

4.0	BOARDS/DEPARTMENT REPORTS
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There were no department reports

	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- Lake Levels As communicated through the Central Texas Water Supply Corporation (“CTWSC”), and the Brazos River Authority (“BRA”), there are currently no mandatory water use restrictions based on our complimentary Drought Contingency Plans. Based on notification from the BRA, the City has provided encouragement of the wise use of water due to prolonged drought conditions. Stillhouse Lake levels are currently at 617.11 feet with a conservation pool at 622 feet. Stage 1 Response is triggered when Lake levels reach 605 feet. It goes without saying, we need some rain.
- Pre-Treatment City staff are communicating with Ajinomoto Foods North America (“AFNA”) regarding scheduling a regular update meeting. Council may recall, staff and consultants met, virtually, with the AFNA team as a follow-up this past April, and had tentatively targeted a late May, or early June follow-up. Although things may change, hopefully for the better, with their installation of additional grease interceptors, staff is still assuming plant upgrades, with a defined shared cost, will be necessary. Additional information will be provided as it becomes available.
- Sales Tax Sales Tax receipts for the City continue to track ahead of previous year and plan. June receipts of \$237,387.50 are \$24,329.21 better than June 2021, a 11.41% improvement. Year to date performance is \$1,384,149.93, \$150,669.18 better than previous year or a 12.21% improvement.
- Business Park Although the Park still looks pretty torn up, good progress compared to schedule continues to be made. Sub-grade is generally 100% to elevation, however; additional utility work and storm drain installation will require some open cuts. Both water and sewer are over 75% installed, with some delays to completion related to material delays. The contractor has noted some supply chain issues related to hydrants and concrete reinforced pipe and culverts, however; materials and appurtenances should be delivered within the next 2 to 4 weeks. The contractor estimates the project is 1 month ahead of schedule. Staff understands the City’s consulting engineer has

received Pay Request No. 2 and is in the process of verifying work completion prior to submission to the City and LEDC.

Police Department Chief Cummings is pleased to announce that Cadets Jameson Varnado, John Reza, and Brandon English will be graduating from the Police Academy on June 24th. After graduation, our new Patrol Officers will be assigned to a Department Field Training Officer for an additional 6 to 8 weeks of local training. Council will have the opportunity to meet our new Patrol Officers at an upcoming meeting, however; Jody would be happy to provide additional information if you care to attend the graduation ceremony.

Relief Route Council was previously informed that a tentative date had been identified for public meeting related to the Relief Route/Loop being investigated by TxDOT. By the attached email, the City has been notified the date for the meeting has been set for June 28, 2022 at 5:30 p.m. at the Lampasas Middle School, 902 S. Broad Street. The notification indicates that no alignment has been set, and the public will be engaged to provide input on a desired route. Additional advertisement and invitation will be provided by TxDOT to Council and the community.

Job Fair Mandy Walsh, Lampasas Economic Development Director, has been preparing and promoting the Annual Lampasas Job Fair in cooperation with Workforce Solutions of Central Texas and the Lampasas County Chamber of Commerce. Mandy reports that over 28 employers will be represented with the possibility of on-site interviews being conducted. The event will be held on June 16, 2022 from 10:00 a.m. to 1:00 p.m. at the Lampasas Middle School, 902 S. Broad Street.

Time Off I will be taking some time off in the coming months, slightly more than usual, in order to travel and spend some time with the grandkid. I will be out of the office from June 20 to 24; and July 12 to 15. Staff is prepared to meet any needs of Council and the City in my absence.

5.2	MAYOR'S COMMENTS
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Mayor Monroe stated that she has been part of the Skate Park discussion since it was first presented to Council, she wanted to thank everyone who has been a part of and supported this project regardless of the outcome this evening.

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, Council member Morris seconded the motion and with a unanimous vote, the motion carried. (Williamson absent)

7.2	Discussion and possible action regarding the repeal of Ordinance # 1672
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Council member Keele moved to repeal Ordinance #1672 that was adopted to assist those employees affected by COVID-19, Council member Morris seconded the motion and with a unanimous vote, the motion carried. (Williamson absent)

7.3	Discuss and consider implementation of workforce retention and recruitment plan including compensation adjustments
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Council member Clark moved to approve 3% COLA and salary adjustments effective the next pay period, the motion was seconded by Council Pearce and with a unanimous vote, the motion carried. (Williamson absent)

7.4	Discuss and consider options, costs, progression and continuation of the Campbell Park Skatepark Project.
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Council member Morris moved to approve the Skate Park design drawings for the Campbell Park Skate Park and proceed with the project conditional on construction commencing within 90 days in an amount not to exceed \$400,000.00 (including installation of pad, with City provided materials) funded by Fund 40/HOT

Funds, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Williamson absent)

7.5	Discussion and possible action regarding request from the Lampasas County Chamber of Commerce for Hotel Occupancy Tax funds in the amount of \$1525.00 for event expenses related to the Annual Toughest 10K, 5K & 1-Mile Run on July 9, 2022
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Council member Kuehne moved to approve HOT funds in the amount of \$1525.00 for event expenses related to the Annual Toughest 10K, 5K & 1-Mile Run on July 9, 2022, the motion was seconded by Council member Davis and with a unanimous vote, the motion carried. (Williamson absent)

7.6	Discussion and possible action regarding LCAD FY22/23 Budget
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No action taken

7.7	Discussion and possible action regarding increase in project costs for the LCRA Lampasas Substation House Upgrade in the amount of \$402,436.00
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Council member Clark moved to approve the increase in reimbursable project costs for the LCRA Lampasas Substation House Upgrade in the amount of \$402,436.00, the motion was seconded by Council member Pearce and with a unanimous vote, the motion carried. (Williamson absent)

7.8	Discussion and possible action to engage Schneider Engineering Services to replace equipment at the Naruna Substation in the amount of \$32,865.00
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Council member Clark moved to approve Schneider Engineering Services to replace equipment at the Naruna Substation in the amount of \$32,865.00, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Williamson absent)

7.9	Discussion and possible action regarding the installation of a Pole Barn at the Oakhill Cemetery in an amount not to exceed \$30,000.00.
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Council member Kuehne moved to approve the installation of a Pole Barn at the Oakhill Cemetery in an amount not to exceed \$30,000.00 to Broken B Erectors, the motion was seconded by Council member Morris and with a unanimous vote, the motion carried. (Williamson absent)

7.10	Discussion and possible action regarding amending Car Cruise event date on the special event calendar presented to Council at the February 2022 meeting and to consider approval of road closure for the West(ern) Side Story event to be held on July 10, 2022
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Council member Morris moved to approve the amendment to the Sulphur Creek Car Cruise Event Date to Saturday June 18th and to approve the road closure for the West(ern) Side Story event to be held on July 10, 2022, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Williamson absent)

7.11	Discuss and consider an alternative form of guarantee for the Hidden Oaks Subdivision for the 2-year maintenance bond for public infrastructure, street and lift station.
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Council member Keele moved to approve an amendment to the subdivision regulations to allow the City Manager or assigned designee the latitude to accept an alternative form of guarantee approved by the City Attorney for a Maintenance Bond. (Williamson absent)

Adjourn into Executive Session- *Council member Morris moved to adjourn into Executive Session at 7:49 pm, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Williamson absent)*

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 551.076 Deliberations regarding security devices or security audits (1) the deployment, or specific occasions for implementation, of security personnel or devices; or (2) a security audit

REGULAR SESSION

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

No action taken

Adjourn

Council member Morris moved to adjourn Regular Session at 8:32 pm, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Williamson absent)

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary