

**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 15, 2022
5:00 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
Herb Pearce
Mayor Pro-Tem Chuck Williamson
Zachary Morris
Davis Keele

Council Members Absent

N/A

City Staff Present:

Finley deGraffenried, City Manager
Ryan Ward, Assistant City Manager
Becky Sims, City Secretary
Yvonne Moreno, Finance Director
Carlos Garcia, Street Superintendent
Mike White, Street Crew Leader
Joe Levine, Heavy Equipment Operator
Van Sims, WWW Operations Manager
Brandon Kepler, Utility Supervisor
Stephen Sewell, Plant Operations Supervisor
Wayne Sanders, Interim Electric Superintendent
Justin McDonald, Lineman
Micah Harry, Lineman
Jody Cummings, Police Chief
Charlie Boswell, Assistant Police Chief
Kelli Sanguinet, Communications Supervisor
Jeffrey Smith, Fire Chief

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

I. Call to order Special Session

Mayor Monroe called the Special Session to order at 5:00 p.m.

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 been conservative with their individual budgets. The following are items to be considered as the budgets are presented this evening:

- School Resource Officer- (SRO) Interlocal Agreement with LISD
 - Shared costs with LISD
 - Vehicles/Equipment
- Emergency Medical Services (EMS) Interlocal Agreement with County
 - County will pay 100% year 1
 - Year 2 and beyond, Council may consider small cost share
 - Dispatchers/Staff
 - Will begin advertising soon
 - Software/Radio Upgrade costs should be minimal and covered in first year expense.
- Human Resources Software (Executime)
 - \$41,000 initial set-up- not included in budget

Street

Carlos Garcia, Street Superintendent advised the FY 2023 budget is very similar to FY 2022, 11% decrease overall due to reduction in paving expense from current year. This year's paving included excess carry over from FY 2021. Salaries increased due to COLA and market adjustments. Currently fully staffed.

Projects:

- Second Street Live Oak- Street/Drainage Rebuild.
- Fairview Drainage Study
- Pavement Improvements in the vicinity of the Middle School

Equipment

- Motor Grader- end of lease
 - Low Miles
 - HOLT CAT has offered to buy back
- Replace 2008 Loader
 - Use funds from Grader to offset costs

Typically paving is funded at approximately \$500,000.00 per year. Staff is recommending, and has included an increase in funding to \$650,000.00 for FY 2023.

Wishlist

- Skid Steer with Attachments- \$100,000.00
- (2) Message Boards- \$45,000.00
 - Communication
 - Traffic Accidents
 - Maintenance/Road Work

Water/Wastewater

Van Sims, WWW Operations Manager presented the following for FY 2023 Budget:

- 3% overall increase from FY 2022 Budget
- Salaries increased due to COLA and market adjustments
- Fully Staffed
- Capital expenditures have decreased by 47% from FY 2022

Upcoming Projects- Funded through American Rescue Plan Act (“ARPA”) Certificate of Obligation (“CO”)

- US-281 Waterline Relocation
- 2nd, 5th and 7th Street Water Looping Projects
- Emergency Generation Project
- Live Oak Street Waterline Extension
- Pecan Street Sewer Line Extension
- Parking Lot Improvements at Water/Wastewater Shop & Lab

Water Tank Maintenance has decreased by 25%

Lift Station Maintenance has increased by 74%

- Replace Check Valves
- Install Valve Vaults

Sewer Maintenance has increased by 50%

- Manhole Rehab/Replacements
- Sewer Line Root Treatment

Material & Fuel Costs have impacted budget line items

Future- FY 24-26

- EPA Lead & Copper Rule Revisions
- WWTP Treatment Unit & Equipment Assessment
- Comprehensive Sanitary Sewer System Survey (GPS/GIS, mapping, smoke testing, manhole survey etc.)

Electric

Wayne Sanders, Interim Electric Superintendent advised the FY 2023 Budget has very few changes from FY 2022. Overall there is a 10% increase for FY 2023. Salaries increased due to COLA and market adjustments. Maintenance has increased due to transformers and other line material costs. Capital expenses increased to account for a new vehicle and line extensions in the Business Park. Currently have one vacancy.

Wishlist- To rebuild 1999 bucket truck- \$200,000.00- FY 2024 or 2025

Police Department

Jody Cummings, Police Chief provided overview of FY 2023 Budget.

- Annual CAD Contract Fee
- Cradle Points- Hard Wired
 - \$25,000.00 initial install, then approximately \$2,000.00 annual maintenance fee
- Vehicle Maintenance increased by \$10,000.00 due to market
- Prisoner Expense increased by \$2,500.00
- Fuel Budget has increased.
- Salary increased due to COLA & market adjustments
- Funding for SRO vehicles may be funded from reserves.
 - Maintenance/Accountability/Longevity (benefits of officer assigned vehicles)
- EMS dispatch training, hiring & software needs are currently being identified

Fire Department

Jeff Smith, Fire Chief advised that the FY 2023 Budget has increased from FY 2022 due to Staff and supplies. Fuel budget increased by \$11,000.00. Salaries increased due to COLA and market adjustment. New personnel structure is going well; with lots of administrative work getting completed. Capital expense item allocated for new administrative vehicle. Working with a clinic in Georgetown for annual physicals and physical therapy due to injuries. Currently the department has one vacancy. There are about 5 or 6 volunteer firemen that assist on calls.

Finance- Utility Billing and Collection

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

Takeaways from Budget presentations for consideration:

- *Skid Steer*
- *Message Boards*
- *Loader*
- *EPA/TCEQ Regulations*
- *Sewer Survey*
- *Police Department Standard Operating Procedures (SOP)*
- *Rebuild 1999 Ranger Bucket Truck*
- *Designation of fund process for future Fire Engine*
- *Delivery date of new FD Engine that is being built*
- *BRA- Water Reserves- Cost per acre foot*
 - *Sulphur Creek Water Rights*
- *ERCOT Grid*
- *Water Stations*
- *Certification Pay/Standards for Departments*

III. Discussion and possible action regarding modifications to the FY 2023 Budget

There was no action taken regarding modifications at this time.

IV. Adjourn Special Session- The budget meeting was adjourned at 6:58 p.m.

PASSED AND APPROVED this _____ day of _____, 2022.

TJ Monroe, Mayor

ATTEST:

Becky Sims, City Secretary