

**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, July 10, 2023
5:30 p.m. Workshop Session
6:00 p.m. Regular Session**

(regular session will begin immediately following workshop and may be called to order prior to 6:00 pm)

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

Council Members Present:

Zachary Morris
Chuck Williamson
Davis Keele
Cathy Kuehne
Charlie Pratus

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Monica Wright, IT Director
Ryan Ward, ACM
Jeff Smith, Fire Chief
Yvonne Moreno, Finance Director
Stacey Ybarra, EDC Director
Chris Eicher, Parks Director

Council Members Absent:

Eric Hernandez

WORKSHOP SESSION

1. Call to order Workshop Session

Mayor Pearce opened the workshop session at 5:30 p.m.

2. Discussion regarding Lampasas Central Appraisal District (LCAD) FY 23/24 Budget

Susan Jones, Chief Appraiser presented the LCAD FY23/24 Budget, highlighting the following areas:

- *Payroll Salaries*
 - *TDLR regulatory courses/exams*
- *Increase in Postage*
 - *Due to State Regulatory Mailing Requirements*
- *Appraisal Firm Assistance*
 - *Third Party Mineral Rights Appraisal*
- *New Software*
- *Mobile Devices*
 - *Increase appraisal productivity, alleviate duplicate efforts*

3. Discussion regarding Hostess House Revised Scope with Reliance Architecture.

Finley deGraffenried, City Manager advised as referenced in the June 26, 2023 manager report this item has been placed on the workshop agenda to discuss a conceptual new scope that focuses accessibility, code compliance, a catering kitchen and restrooms. Staff is looking at a July/August bidding window.

- *Review of funding sources*
 - *Fund 40- Hot Funds \$800,000.00 earmarked*
 - *Net fund in Fund 40 is positive and sustainable*
 - *Council directive to maintain \$200,000.00 balance.*
 - *Fund 65- 2022 CO*

Antonio Naylor and Kimberly Thompson from Reliance Architecture discussed the conceptual new project scope.

- *Lower Level*
 - *Increased Storage*
 - *Direct inside access to new elevator*
 - *Modify existing restrooms for direct inside access*
 - *Direct inside access to storage*
 - *Banquet hall remains the same size/ no columns removal*
 - *New HVAC units/clean existing ductwork*
 - *Lighting upgrade*
 - *Water Heater upgrade*
 - *Structural remediation*
 - *New fire egress stairs*
 - *Upgrade to catering kitchen*
- *Upper Level*
 - *Increased Storage*
 - *Direct inside access to elevator*
 - *Add individual restrooms*
 - *Direct inside access to storage*
 - *Event hall remains the same*
 - *New HVAC and ductwork*
 - *Lighting upgrade*
 - *Handicap ramp to stage*
 - *Added custodial closet*
 - *Renovation of serving area*
- *Depending on outcome of new construction bids, alleviating direct access to restrooms and elevator on lower level may result in substantial cost savings.*

Council will be asked to consider additional services agreement with Reliance Architectural at the next meeting.

4. Discussion regarding July 17, 2023 Council Work Session Final Draft Agenda.

Council provided no additional items to add to the agenda.

5. Discussion regarding FY 2023/2024 Budget Update.

Finley deGraffenried, City Manager presented the following:

- *Current Status*
 - *Staff initial review of year-end projections and FY 2024 Budget*
 - *Round 1 adjustment targeted by July 17th*
 - *Round 2 adjustments targeted by July 24th, roll-out to Council*
 - *Continued negotiations with Health Insurance provider*
 - *Continued review of Capital Project status and funding resources*
- *Trends and Challenges*
 - *Health Care Costs (options)*

- *Certified Roll and setting Tax Rate*
- *Cost of materials (25% increase)*
- *Design and Construction Delays*
- *Human Resource needs and costs*
- *Identification of Council priorities*
- *Organization Funding*
 - *Lampasas County WCID*
 - *Heart of Texas Defense Alliance*
 - *Hill Country 100 Club*
 - *Hill Country Children’s Advocacy Center*
 - *Cooper Spring Nature Park*
 - *Lampasas County Museum*
 - *Hill Country Transit District (“HOP”)*
- *Fund Balance Review as of April 30, 2023*
- *Timelines*
 - *Roll out on or before July 24th*
 - *Balanced*
 - *Budget Neutral*
 - *Maintain current level of staffing FTE’s*
 - *Provide Capital options for Council prioritization*
- *Department Presentations on or about August 7th*
- *Propose Tax Rate on or about August 14th with budget update*
- *Budget Workshop, if needed August 21st*
- *Budget finalized August 28th*
- *Questions and Direction*
 - *Budget will be a workshop item for foreseeable future*
 - *Special called meetings at Council preference*
 - *Utilization of identified funding sources*
 - *Fund 40*
 - *ARPA*
 - *2021 CO*
 - *Fund Balance*
- *Additional information to meet Council needs, related to projects, revenue projections, expenses or human resources.*

6. Discussion regarding Solar Eclipse Event Overall Budget.

Chief Smith advised this item has been placed on the workshop agenda to allow Council input on the status of event planning and to provide additional detail on procurement comparisons for parking and site management. Staff will also review quotations for portable sanitary restrooms.

To date viewing sites have been approved, roll-offs, two-way radios, traffic management and fencing for the 580 Sports Complex have been secured and approved by Council. This evening items for consideration are sanitary restrooms and parking management to include security for the 580 Sports Complex.

Solar Eclipse 2024 - Total Budget	
Item	Total Cost
Portable Restrooms	\$49,573.00
Dumpsters	\$10,348.69
Fencing	\$23,000.00
Parking Management	\$22,800.00
Radios	\$960.00
Traffic Management	\$16,000.00
O/T Staffing	\$31,136.00
Supplies	\$5,000.00
Total	\$158,817.69

Solar Eclipse -Parking Management Quotes			
Original Quote			
Company	# of Parking Guides	# of Security Guards	Total Cost
AWP	8	4	\$16,140.00
Texas Traffic & Barricades	6	4	\$11,965.00
Central Texas Valet	10	12	\$22,800.00
Updated Quote- Using Same # of Staff			
Company	# of Parking Guides	# of Security Guards	Total Cost
AWP	10	12	\$30,908.00
Texas Traffic & Barricades	10	12	\$21,758.00
Central Texas Valet	10	12	\$22,800.00

By consensus Council would like Staff to research other avenues as far as security, possibly off-duty police officers to compare costs. Chief Cummings addressed Council advising with the number of anticipated people at the 580 Sports Complex additional staff will be required. He noted that other cities within our area will be facing similar scheduling and staffing issues. We will have to secure needs from cities not in the line of the viewing area which may pose a problem with officers getting here, lodging and clock hours. It is beneficial to have a company handle the parking and security needs with the acreage available for viewing.

Staff will research options and present to Council at a future meeting.

7. Discussion regarding any item on the regular agenda

There was no discussion.

8. Adjourn Workshop Session

Council member Keele moved to adjourn the workshop session at 7:04 p.m.; the motion was seconded by Mayor Pro-Tem Morris and with a unanimous vote, the motion carried. (Hernandez absent)

Without objection Council took at 10-minute break

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

Mayor Pearce called the Regular Session to order at 7:15 pm

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.

B. Presentations and Proclamations

Proclamation- First Responders Recognition- July 2023

To designate the Month of July 2023 as First Responder Month

WHEREAS, First Responders provide a vital public service; and

WHEREAS, the members of the Hill Country 100 Club in partnership with the City of Lampasas would like to recognize all of the brave men & woman that serve our community as First Responders; and

WHEREAS, the City of Lampasas encourages all citizens to take time to thank all those who serve full time, and those who volunteer their time to make a difference in the Community; and

WHEREAS, First Responders are generally first on the scene, take the time to get to know those who serve the Community; and

WHEREAS, use this month to ensure your property is easily accessible, clear of any potential danger, well-lit with house number highly visible; and

WHEREAS, join organizations like the Hill Country 100 Club, whose goal is to support First Responders through financial support for their families if they are killed or injured in the line of duty; and

WHEREAS, to provide recognition for First Responders at their annual banquet, support those who want a future as a first responder through their scholarship program, which is made possible by membership fees and donations; and

THEREFORE, I Herb Pearce, Mayor, City of Lampasas, Texas in recognition with the Lampasas City Council declare July as FIRST RESPONDERS' MONTH in the City of Lampasas.

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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Kristi Allison addressed council on the importance of promoting Hancock Springs Free Flow Pool. She mentioned that it took some time to get lap swim opportunities scheduled and feels they have to start over with the process. By changing the rate there are several communities' members in Lampasas and those who may travel who no longer participate due to the costs. She hopes that rates will be reconsidered for the next season

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 approval of minutes of the Regular Meeting held on June 26, 2023.

Council member Keele moved to approve the minutes as presented; the motion was seconded by Mayor Pro-Tem Morris, with Council member Kuehne abstaining, the motion carried. (Hernandez absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from June 1, 2023- June 30, 2023.
3.2	Discussion and possible action regarding the May 2023 Investment Report

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

4.0	BOARDS/DEPARTMENT REPORTS
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5.0	ROUTINE MATTERS
5.1	City Manager's Operational Report

City Manager deGraffenried reviewed his report:

North US 281 Council may have received notification regarding TxDOT's planning, and scheduled public meetings on the expansion of US 281 between Lampasas and Evant. The expansion is envisioned to provide two lanes in each direction separated by a grassy median, providing ample Right of Way ("ROW") is available. In person meetings will be held on Tuesday, July 25th from 5:30 to 7:30 at New Covenant Church; and Thursday, July 27 from 5:30 to 7:30 at the Evant ISD Cafeteria.

Developer Meeting Although Council member Hernandez will be unable to attend the July 10th meeting, he has met with staff regarding the idea of a coordinated planning meeting with real estate brokers, developers, public work staff and contractors. The purpose of the meeting would be to seek insight to the development process as it relates to infrastructure needs,

and the City's CIP process. Regardless of the specific outcomes, staff believes the meeting will also reinforce positive relationships with the development community.

Hamilton EMS Attached is the Hamilton County Hospital District, Emergency Medical Service report for the month of June. Of the 297 total calls for Lampasas County, 136, or 46% of the calls were for service in the City of Lampasas. Response times within the City were well within targets at 4 minutes and 41 seconds on average; and 10 minutes and 19 seconds on average in the Lampasas Volunteer Fire Department service area.

CTWSC The Central Texas Water Supply Corporation ("CTWSC") met on June 27 to review operational matters as well as adjustments to capital and special assessment fees for wholesale customers. As discussed with Council on June 12th, CTWSC, through their long-range planning committee, identified needed improvements, including raw water intake pumps at the Lakecliffe Plant that provides water to their customers to the west including Kempner Water Supply Corporation ("KWSC") and the City of Lampasas. At the meeting, the CTWSC Board approved an increase, per 1000 gallons, of \$0.10 for their Capital Fund, and \$0.15, per 1000 gallon, of a temporary surcharge to all contractually obligated customers. As previously discussed with Council, the City and KWSC are not obligated to pay the surcharge, however; will be subject to the increase in Capital contribution. Staff recommends reviewing and implementing recovery of the charge through the budget process.

Calvert Building After noticing some plaster deterioration in the corners of the Calvert Building, staff reached out to Clark roofing to assess any possible penetrations or deficiencies in the roofing. The roof was installed in 2018 and is still under warranty. Although a report of their findings is forthcoming, Clark has indicated by email that debris had clogged some conductors and gaps may exist around and through wall scuppers. Staff will also seek inspection for condensation lines and fire suppression systems for any possible failures. Once the leak or leaks are fixed, staff will complete repairs to the interior.

Conservation Based on the City's Drought Contingency Plan, and in consideration of Brazos River Authority's ("BRA") Stage 1 Drought Watch, and forecast conditions through August 31, 2023, staff is recommending implementation of Stage 2 Conservation response per the City's drought contingency plan. Under Stage 2, residents with addresses ending in even numbers would be allowed to irrigate landscape on Monday and Thursday during designated times; and those with addresses ending in odd numbers would be allowed to irrigate on Tuesday and Friday. Designated times for landscape irrigation, car washing and the filling of private pools are from 8:00 p.m. to 10:00 a.m. on designated days. Without objection, staff will proceed with public notification.

5.2	MAYOR'S COMMENTS
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Mayor Peace thanked First Responders for the job they do and commended City Staff and Spring Ho Committee for a great Spring Ho Festival Week.

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 select photo entry #3, with lack of a second the motion failed.

Council member Keele moved to select photo entry #2, with lack of a second the motion failed.

Mayor Pro-Tem Morris moved to select photo entry #4, council member Pratus seconded the motion, with Council member Kuehne and Keele in opposition, the motion carried. (Hernandez absent)

7.2	Discussion and possible action to accept proposal to lock in rates for sanitary restrooms in an amount not to exceed \$49,970.00 for the Solar Eclipse Event in April 2024.
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Mayor Pro-Tem Morris moved to accept proposal from J-Bar Services to lock in rates for sanitary restrooms in an amount not to exceed \$49,970.00 for the Solar Eclipse Event in April 2024 contingent upon negotiations and and the right to cancel within 30 days of event, the motion was seconded by Council member Kuehne.

Mayor Pearce opened the floor for discussion Mayor Pro-Tem Morris is questioning the number of restrooms needed for this event. Initially staff felt 300 would be appropriate to begin soliciting quotes. Once the viewing sites were narrowed down with the estimated number of people at each location and with guidance from contractors it was determined that 257 would meet the needs of the community. As staff continues to talk to local businesses and churches, Staff would like some latitude and ability to request more as more viewing areas become available.

Council member Keele felt that there are too many unanswered questions regarding need, quote detail, and cleaning services to make a decision this evening, he motioned to table this item and bring it back at a later Mayor Pro Tem Morris seconded the motion and with a unanimous vote, the motion carried. (Hernandez absent)

7.3	Discussion and possible action to accept proposal to lock in rates for Parking Management at the 580 Sports Complex for the Solar Eclipse Event on April 8, 2024 in an amount not to exceed \$23,000.00
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No action was taken on this item based on workshop discussion.

7.4	Discussion and possible action regarding funding to rebuild motor on the 2004 F-350 Fire Department Brush Truck in an amount not to exceed \$22,000.00
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Council member Keele moved to approve funding to rebuild motor on the 2004 F-350 Fire Department Brush Truck in an amount not to exceed \$22,000.00, the motion was seconded by Mayor Pro-Tem Morris and with a unanimous vote, the motion carried. (Hernandez absent)

7.5	Discussion and possible action to direct Staff to initiate bid phase process for the revised project scope for the Hostess House
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Council member Kuehne moved direct Staff to initiate bid phase process for the revised project scope for the Hostess House, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Hernandez absent)

7.6 Discussion and possible action regarding Lampasas Central Appraisal District (LCAD) FY 23/24 Budget.

Mayor Pro Tem Morris moved to reconsider the motion to approve by taking no action as documented at the June 26, 2023 Council meeting and to approve the LCAD FY 23/24 Budget as presented, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Hernandez absent)

Adjourn into Executive Session

Council member Keele moved to adjourn into Executive Session at 7:55 pm, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Hernandez 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:

8.0	
8.1	Section 551.087 (economic development)- (1) to receive and evaluate financial information received from a business prospect, to discuss same, and/or to deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the city, with which the City is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above.
8.2	Adjourn executive session and reconvene Regular Session

Council adjourned executive session and reconvened regular session at 8:28 p.m.

REGULAR SESSION

9.0	ACTION ON EXECUTIVE SESSION
9.1	Discussion and possible action concerning items posted and discussed by Council in Executive Session

There was no action taken.

Adjourn- Council member Keele moved to adjourn at 8:28 p.m., the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Hernandez absent)

PASSED AND APPROVED this _____ day of _____, 2023.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary