

**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, January 22, 2024
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:

Chuck Williamson
Eric Hernandez
Davis Keele
Zachary Morris

City Staff Present:

Finley deGraffenried, City Manager
Becky Sims, City Secretary
Joe Adams, Deputy Fire Chief
Jody Cummings, Police Chief
Monica Wright, IT Director
Ryan Ward, ACM
Yvonne Moreno, Finance Director
Frank Ellett, Building Official

Council Members Absent:

Charlie Pratus
Cathy Kuehne

**WORKSHOP SESSION
5:30 p.m.**

1. Call to order Workshop Session

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

2. Discussion relating to Wayfinding Master Sign Project

Becky Sims, City Secretary presented the latest package to Council for comment and recommendations.

- *Gateway Sign Placement*
- *Wayfinding Sign Placement*
- *Wayfinding Sign vs. Secondary Gateway on East FM 580*
- *Secondary Gateway to serve dual purpose at 580 Sports Complex*
- *Historic Downtown Secondary Gateway Sign Placement*
- *Signs types and placement on 281 will be determined after the TxDOT project is complete.*

By consensus, Council was in favor of the direction of the sign master plan, in agreement with wayfinding sign on East FM 580, secondary gateway at 580 sports complex, visibility of historic downtown sign on 4th Street, phased project with a combination of gateway signs and wayfinding signs.

Next step is to consult with TxDOT regarding repurposing existing signs, sign redundancy and new sign placement.

3. Discussion regarding any item on the regular agenda

There was no discussion

5 Adjourn Workshop Session

Council member Williamson moved to adjourn workshop at 5:39 p.m., the motion was seconded by Mayor Pro-Tem Morris and with a unanimous vote, the motion carried. (Kuehne & Pratus absent)

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order

Mayor Pearce called the Regular Session to order at 5:40 p.m.

B. 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

C. Presentations and Proclamations

A RESOLUTION DECLARING FEBRUARY 2024 NIGHT SKY AWARENESS MONTH FOR THE CITY OF LAMPASAS, TX

WHEREAS, the City of Lampasas, Texas (hereafter “City) supports efforts to preserve the night skies and encourages such practices and technologies to further preserve, protect and celebrate our night sky in the City as reflected in Resolution 21-14;

WHEREAS, the City works with its partners to educate and encourage landowners, businesses, resident communities, and public entities to join in this commitment;

WHEREAS, upcoming events raising awareness include the March 2 Library Star Party and April 8 Solar Eclipse;

WHEREAS, the City recognizes the importance of education and awareness building to continue to encourage our citizens in protecting the enduring beauty of the night sky;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lampasas, Texas that:

The City hereby declares February 2024 Night Sky Awareness Month.



Mayor Pearce and City Council recognized Frank Ellett, Building Official for 5 years of service with the City of Lampasas.



	PUBLIC HEARINGS/CITIZEN COMMENT
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 January 8, 2024

Council member Williamson moved to approve the minutes of the Regular Meeting held on January 8, 2024, the motion was seconded by Council member Keele, with Mayor Pro Tem Morris abstaining the motion carried. (Kuehne & Pratus absent).

3.0	CONSENT AGENDA
3.1	Discussion and possible action to approve the second reading of an Ordinance to rezone property described as .416 acres, ABST 0419 of the LHW Johnson Survey, W Ave E Lampasas, Texas Lampasas County from Single Family Residential-10 to Single Family Residential Family-10 with a Mobile Home Overlay “MHO”

Council member Keele moved to approve the consent agenda as presented, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Kuehne & Pratus absent)

4.0	BOARDS/DEPARTMENT REPORTS
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Yvonne Moreno, Finance Director presented the finance/utilities annual report

Finance ~ Utility Team

- Bessie White, Finance 9 years
- Felecia Vallejo, Utilities 12 years
- Heather McDonald, Utilities 3 years
- Amy Catron, Utilities, 1 year
- Courtney Owens-Ramp, Utilities 1 year
- Samantha Ervin, Utilities 4 months
- Tom Zimpel, Meter Technician 13 years
- Jr. Spivey, Meter Technician 12 years (May)

Money Collected

- Utility Billing, Deposits processed twice daily.
 - Cash / Check payments
 - Credit Card payments
 - Bank drafts
 - Web Payments
- Library collects, staff counts, inputs, and processes deposit.
- Golf Course collects, staff counts, inputs, and processes deposit.
- Hanna Pool collects, staff counts, inputs, and processes deposit.
- Hancock Pool collects, staff counts, inputs, and processes deposit.
- Citizen Collection Station collects, staff processes payments and deposit.
- Animal Shelter collects, staff processes payments and deposit.
- Airport Fuel, paid by credit card, staff processes payments.
- Parks/Parks Facilities Department, fees paid at City Hall.
- Online Building Permits, staff processes payment.
- Cemetery payments made at City Hall.
- Fire Dept. payments processed at City Hall.
- Court collects, staff processes deposit
- Police Department collects after hour's payments, misc. receipts, staff processes.
- Processed 57,027 receipts of those 35,506 for utilities, and 21,521 for other departments

- Three Cycles
 - ❖ Due on the 5th, 15th and 25th
 - ❖ Two (2) Residential Cycles, 1 Commercial Cycle
 - ❖ Print and mail late notices – due 10 days past due date
 - ❖ Door tags, then disconnection
 - ❖ Figure sewer rates on annual basis using winter averaging (December, January, and February)
- Day to Day Operations
 - ❖ Process payments and customer service
 - ❖ Prepare work orders, set up new utility accounts, disconnect accounts.
 - ❖ Process NSF Checks
 - ❖ Process Refund Checks
 - ❖ Process Solar Read Credits
 - ❖ Work with Hill Country Community Action regarding pledges
 - ❖ Set up all utility accounts and process work orders
 - ❖ Set up bank drafts on accounts
 - ❖ Daily deposits
 - ❖ Prepare adjustments to accounts as needed
 - ❖ Provide customer service in person and over the phone

Number of Customers:

- Water 3,649
- Electric 4,713 (Includes security lights)
 - Demand customers: 437
- Wastewater 2,914
- Residential Garbage 2,787

■ Work Orders

- ❖ Turn on service 331 work orders
- ❖ Disconnect service 327 work orders
- ❖ Read In/Read Out 420 work orders
- ❖ Service Change 66 work orders
- ❖ Meter Swaps
 - Water 87 Work Orders
 - Electric 78 Work Orders

■ Finance

- ❖ Annual Budget – Property Tax Calculations, Notifications
- ❖ Annual TML Workers Comp Audit
- ❖ 941 Employers Tax – Quarterly
- ❖ Record Fixed Assets – Annual Depreciation Schedules
- ❖ Accounts Receivable
- ❖ Prepare Journal Entries
- ❖ Accounts Payable – Processed 4,365 checks
- ❖ Payroll – Bi-Weekly,
- ❖ Process Insurance Payments (Health, Vision/Dental, TMRS, Life) Monthly
- ❖ Process Longevity Checks Monthly
- ❖ Bank Reconciliations Monthly
- ❖ Large Cash/Concentration done daily
- ❖ Airport Fuel Reconcile Monthly
- ❖ Purchase Orders, review and send to departments
- ❖ Investments
- ❖ Record Sales Tax Receipts
- ❖ Report/Pay monthly sales tax owed to the State
- ❖ Close out books and install new budgets

■ Future Goals

- ❖ Update Utility Policy
- ❖ Update Cash Policy
- ❖ Continue in compliance with Card Readers
- ❖ Cross train all utility positions
- ❖ Utilize training opportunities
- ❖ Continue meter change out program for both electric and water
- ❖ Continue to provide excellent customer service to all of our citizens

5.0	ROUTINE MATTERS
5.1	City Manager’s Operational Report

City Manager deGraffenried reviewed his report:

- EMS* Attached is the December report from Hamilton County Hospital District Emergency Medical Services (“EMS”) for services delivered in Lampasas County. Of the 325 total Calls for Service (“CFS”), calls within the City of Lampasas accounted for 143 or 44% of all calls. Including calls within the Lampasas Volunteer Fire Department service area, and transfers from Rollins Brook Hospital, the percentage of calls increased to 81%, or 263 calls. Average response time in the City of Lampasas was 5 minutes, 10 seconds.
- Bridge* Ryan reports on the recent update to the TxDOT Third Street bridge replacement project. The project remains approximately 12 months out, pending final design, utility relocations and bidding. The City will need to relocate a water main and two utility poles; and ATMOS will have substantive relocation of their utilities.
- LEDC* The Lampasas Economic Development Corporation (“LEDC”) met on January 17th to discuss on-going planning, SWOT inclusions and interest from prospects. Additionally, with the Mayor in attendance, the Board discussed the possibility of a joint workshop with Council to open lines of communication and review common direction. Stacey also discussed on-going retention activities including networking and education events, and the upcoming Entrepreneurial Summit.
- Auditors* Representatives from Singleton, Clark & Company have taken up residence in City Hall this past week. The visit represents the last sampling and review of financial documentation to complete the City’s FY 2023 Audit. Council should also expect confidential surveys from the auditors to assess any perception or knowledge of possible financial improprieties. The Audit should be available for review by Council by the end of February. The internally prepared Finance report will also be presented to Council on February 13.
- Gateway Signage* Ryan reports that, in cooperation with land owners, Vision and Mezger Stone, the City’s Gateway monument for south 183 will be initiated soon. The City has engaged a contractor to relocate the boundary fence on the Bumpus property, and also pour the foundation for the stone block signage. It is likely block will not be placed any sooner than 1 week after the foundation is poured to allow sufficient curing.
- Painted Chair* Shanda announces that the Library Foundation, Katherine Mezger Painted Chair fundraiser is getting close. Donors are asked to select a book and chair, and decorate/paint the chair with the theme of the book in mind. Chairs, and accompanying books, may be delivered to the Library March 20th with the auction to be conducted April 27th. Get your chairs and books ready!
- Staff* Staff is sorry to announce the upcoming retirements of Antonio Barrio, Sargent Code Enforcement; and J.P. Harris Deputy Fire Chief and Fire Marshall. Both have represented the City very well. Staff is also pleased to announce the hiring of Tim Davis, Deputy Chief Fire Department; Jon Rinehart, Patrol Officer; and Micah Roberts, School Resource Officer.
- Staff would also like to recognize City of Lampasas employees who began their career in January. Emily Stone, 11 years; Ryan Ward, 2 years; John Wilks 6 years; Stacey Ybarra, 1 year; John Resa, 2 years; Jameson Varnado, 2 years; Ricky Haynie, 8 years; Van Berry, 36 years; Frank Ellett, 5 years; and Christopher Alford, 1 year.

5.2	MAYOR'S COMMENTS
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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 possible action concerning approval of the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 4, 2024 General Election.
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Mayor Pro Tem Morris moved to approve the Contract for Election Services between Lampasas County, Texas and the City of Lampasas, Texas, for the May 4, 2024 General Election, the motion was seconded by Council member Keele and with a unanimous vote, the motion carried. (Kuehne & Pratus absent)

7.2	Discussion and possible action to donate surplus 2009 Ford Crown Victoria from Police Department Fleet to the Law Enforcement Program at Lampasas High School.
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Council member Keele moved to deem a 2009 Ford Crown Victoria as surplus from Police Department Fleet and to donate to the Law Enforcement Program at Lampasas High School, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Kuehne & Pratus absent)

7.3	Discussion and possible action regarding terms of a Development Agreement by and between RKJ Construction ("Developer") and the City of Lampasas ("City") for consideration of public improvements that include road construction and paving, and extension of the City's water mains.
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Mayor Pro Tem Morris moved to approve terms of a Development Agreement by and between RKJ Construction ("Developer") and the City of Lampasas ("City") for consideration of engineering costs; the motion was seconded by Council member Hernandez, and with a unanimous vote the motion carried. (Kuehne & Pratus absent)

7.4	Discuss and consider nominating candidate for election to the Central Texas Water Supply Corporation Board of Directors.
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Council member Keele moved to nominate Finley deGraffenried to the Central Texas Water Supply Corporation Board of Directors, the motion was seconded by Council member Hernandez and with a unanimous vote the motion carried. (Kuehne & Pratus absent)

Adjourn- Mayor Pro Tem Morris moved to adjourn the meeting at 6:22 p.m., the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Kuehne & Pratus absent)

PASSED AND APPROVED this _____ day of _____, 2024.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary