

**MINUTES OF REGULAR CALLED MEETING OF THE GOVERNING BODY
OF THE CITY OF LAMPASAS, TEXAS
CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 E THIRD STREET
Monday, August 12, 2024
5:30 pm Special Session
6:00 pm Regular Session**

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:

Charlie Pratus
Eric Hernandez
Davis Keele
Zachary Morris
Cathy Kuehne
Myles Haider

City Staff Present:

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

Council Members Absent

N/A

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

- I. **Call to order Special Session** – Mayor Pearce called the meeting to order at 5:30 p.m.

Adjourn into Executive Session

Council member Pratus moved to adjourn into Executive Session at 5:30 pm, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele 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:

- II. Section 551.071 (1), Consultation with Attorney by telephone and/or in person concerning matters upon which the attorney has a duty and/or responsibility to report to the governmental body

Adjourn executive session and reconvene Special Session

Council adjourned Executive Session and reconvened Special Session at 6:02 pm.

SPECIAL SESSION

Action on Executive Session Items

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

No action was taken on items discussed during Executive Session.

Council member Pratus moved to adjourn the special session at 6:04 pm, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

WORKSHOP SESSION

1. **Call to order Workshop Session-** Mayor Pearce called the workshop session to order at 6:04 pm.
2. **Discussion regarding FY 2024/2025 Budget Status and Modifications.**

Ryan Ward, ACM presented the following:

Staff suggests both lists be viewed as a menu of options.

Additional Needs, Projects and Staffing

- Total additions include paving, water system improvements, electric system study and equipment, fire department requests, new staffing and compensation adjustments. Total cost estimated at \$2,216,845.00

FY 2025 Budget Additions		
	Budget Amt	Notes
2nd Street Rehab	\$190,000.00	Fund Balance based on savings FY 2024
Injection Site	\$400,000.00	design and project initiation, remainder FY 2026
Electric System Study	\$40,164.00	per year through FY 2030
Turner Field Lighting	\$440,000.00	\$360,000 Techline, \$80,000 in house materials
High Ranger	\$230,000.00	Replacement bucket
Park Planning	\$0.00	in house scoping and community engagement FY 25
EMS Cost Share	\$100,000.00	potential City share
SCBA Fill Station	\$55,000.00	FD request
Extraction Machine	\$10,000.00	FD request
Ladder Rehab	\$120,000.00	FD request
New FTE's	\$118,928.00	2 burdened at \$19.23 per hour
	\$72,229.00	1 burdened at \$24.04
	\$110,524.00	1 burdened at \$38.46
COLA	\$230,000.00	3% global
Market Adj	\$100,000.00	target utility, public safety, entry level, add. duties
Total	\$2,216,845.00	

New FTE's represent budgeted amounts for 2 staff at \$40,000/year, 1 staff at \$50,000/year, and 1 staff at \$80,000/year based on general discussion of needs in Cemetery, Finance, and Administration. The entry for Cemetery may be slightly above range, however; Council should consider the amount as an initial budget number subject to Council direction.

Sources of Budget Funds

Sources for funding budget additions include current budget balance, use of fund balance, property tax, increases in water and wastewater rates and additional budget modifications.

FY 2025 Sources to meet Budget Additions		
	Budget Amt	Notes
Budget Balance	\$416,648.00	Budget Balance 8/5/2024
Property Tax \$0.34	\$221,554.00	Increase above budgeted amount
Water Rate	\$150,000.00	\$5.00/customer/month
Wastewater Rate	\$150,000.00	\$5.00/customer/month
Fund Balance	\$1,057,243.00	
Add Budget Savings	\$221,400.00	budget modifications
	\$2,216,845.00	

Water and wastewater rate increases may be necessary over two budget cycles. The increase should result in revenue increases slightly higher than \$150,000.00 per utility, however; current budget estimates are slightly overstated. Use of Fund Balance can certainly be justified for 2nd Street paving, Injection site improvements, Turner Field lighting and the High Ranger (total budget amount \$1,030,000.00). Property Tax increases may be related to EMS Service and increased workforce for general fund positions. Budget modifications included the addition of surcharge revenue, and cuts in meter, grounds, and maintenance expenses. A total of 117 budget modifications have been made since departmental submission.

General discussion consisted of:

- Move forward with Park Master Plan
 - Schedule Town Hall
 - Earmark funds
- Park Recreation Specialist
 - Management of amenities
 - Identify tournament costs/revenue for City-ROI
- EMS Cost Share with County
 - Meeting has been scheduled with Judge Hoyer
- COLA/Market Adjustments
 - Combat inflation costs
 - Merit based on performance
 - Salary comparison/competitive with surrounding cities
 - Identify trends in market
- Cemetery Workload
 - Manage seasonal upkeep
 - Additional FTE's
 - Possible annual contract services
- Proposed Tax Rate
- Schedule Budget Workshop- August 19, 2024 @ 5:30pm.

3. Discussion regarding Lampasas County Chamber of Commerce and Visitor Center FY 24/25 Budget.

Becky Sims, City Secretary presented the following:

Mrs. Unger presents her annual budget to Council that outlines administrative costs, overhead, marketing and event expenses. The tourism agreement provides a July deadline for the budget to be presented to Council, with various July events that the Chamber is a part of August would be a more realistic deadline. With Council consideration, both parties agree with the amendment. Estimated Tourism and Visitor Center expenses for FY 24/25 show an overall increase of \$8,360 from FY 23/24. Estimated **event** expenses decreased from \$9,901 to \$5,000 due to cost share opportunities with the Rodeo Association for the Riata Roundup and removing the annual wine tour from the list of events. Estimated **tourism, marketing, & promotion** expenses increased from \$5,570 to \$8,210 for increased marketing for more robust materials, signage improvements, website software and domain fees. Estimated **operating** expenses increased from \$8,220 to \$8,700 for building maintenance and the estimated **administrative** expenses increase from \$44,900 to \$52,750 for salaries and membership costs.

Council member Haider inquired about visitor and tourism responsibilities, cost benefits of them being incorporated in with Chamber of Commerce vs. separate. Mrs. Unger mentioned that the salary alone for a Tourism and Visitor Center Director would be much higher than the % reimbursed for these duties today through the Chamber of Commerce. Council member Haider questioned the Chamber of Commerce bank balance, Mrs. Unger advised \$300,000 to cover operating expenses.

4. Discussion regarding Advisory Board Appointments.

Becky Sims, City Secretary presented the following:

In September of each year, we review board terms that are expiring, as well as, any vacancies. We currently have 31 terms expiring September 30, 2024, and six (6) vacancies. We have begun advertising volunteer opportunities on social media and Staff included the attached presentation that describes each board. Staff encourages citizens to apply, applications are taken year-round.

5. Discussion regarding any item on the regular agenda. N/A

6. Adjourn Workshop Session- Mayor Pro Tem Morris moved to adjourn workshop at 7:20 p.m., the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

Without objection, Council took a 5-minute break.

REGULAR SESSION

ANNOUNCEMENTS

A. Call to Order- Mayor Pearce called the regular session to order at 7:25 pm.

B. Invocation and Pledge of Allegiance- Mayor Pearce gave the invocation and the and the Pledge of Allegiance to the U.S. and Texas flags were recited

C. Presentations and Proclamations-

- Service Recognition
 - Delana Fritz-5 years
 - Kasey Schwartzer-15 years



	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 citizens 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 citizens comments

2.0	MINUTES
2.1	Discussion and possible action concerning the approval of minutes of the Regular City Council Meeting held on July 22, 2024

Council member Kuehne moved to approve the minutes of the Regular City Council Meeting held on July 22, 2024, the motion was seconded by Council member Pratus and with a unanimous vote, the motion carried. (Keele absent)

2.2	Discussion and possible action concerning the approval of minutes of the Special Meeting held on July 24, 2024
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Mayor Pro Tem Morris moved to approve the minutes of the Special Meeting held on July 24, 2024, the motion was seconded by Council member Haider and with a unanimous vote, the motion carried. (Keele absent)

2.3	Discussion and possible action concerning the approval of minutes of the Special Budget Workshop Meeting held on August 5, 2024
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Mayor Pro Tem Morris moved to approve the minutes of the Special Budget Workshop Meeting held on August 5, 2024, the motion was seconded by Council member Hernandez, with Council member Kuehne abstaining, the motion carried. (Keele absent)

3.0	CONSENT AGENDA
3.1	Discussion and possible action regarding purchases and charges in excess of \$4,000 from July 1, 2024- July 31, 2024.
3.2	Discussion and possible action regarding the June 2024 Investment report.
3.3	Discussion and possible action to consider approval, denial, or approval with modifications the second reading of an Ordinance for a specific use permit for an accessory dwelling in an area zoned Single Residential Family-20 "SF-20" described as .94 acres, LHW Johnson survey; commonly known as 17 Deb Lynn

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

4.0	BOARDS/DEPARTMENT REPORT
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5.0	ROUTINE MATTERS
5.1	City Manager Operational Report

There was no City Manager report at this evening's meeting.

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	Discuss and consider the selection of winner of the website photo contest entry
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Council member Hernandez moved to approve selection #1, the motion was seconded by Council member Kuehne and with a unanimous vote, the motion carried. (Keele absent)

7.2	Discussion and possible action to appoint Bobby Sanford to the Zoning Board of Adjustment Advisory Board.
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Council member Hernandez moved to appoint Bobby Sanford to the Zoning Board of Adjustment Advisory Board, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Keele absent)

7.3	Discussion and possible action to approve the recommended amendments to the Tourism and Visitor Center Agreement between the City of Lampasas and the Lampasas County Chamber of Commerce and Visitor Center.
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Council member Pratus moved to approve the recommended amendments to the Tourism and Visitor Center Agreement between the City of Lampasas and the Lampasas County Chamber of Commerce and Visitor Center, the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Keele absent)

7.4	Discussion and possible action regarding Lampasas County Chamber of Commerce and Visitor Center FY 24/25 Budget.
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Mayor Pro Tem Morris moved to approve the Lampasas County Chamber of Commerce and Visitor Center FY 24/25 Budget, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

7.5	Discussion and possible action regarding the amendments to the Community Champion Proclamation.
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Mayor Pro Tem Morris moved to approve the amendments as presented with the exception of changing directly to solely, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

7.6	Discussion and possible action regarding the proposed tax rate for the City of Lampasas upon all property subject to taxation within the City of Lampasas, Texas for the 2024 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025; apportioning said levy amount the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City
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Mayor Pro Tem Morris moved to propose tax rate of **.37** for the City of Lampasas upon all property subject to taxation within the City of Lampasas, Texas for the 2024 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025; apportioning said levy amount the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City, the motion was seconded by Council member Haider, the roll call vote was as follows:

- Council member Haider- Aye
- Council member Pratus- Aye
- Mayor Pro Tem Morris- Aye
- Mayor Pearce- Aye
- Council member Hernandez- No
- Council member Kuehne- No
- Council member Keele- absent

7.7	Discussion and possible action concerning the scheduling of one public hearing regarding the proposed tax rate upon all property subject to taxation within the City of Lampasas, Texas for the 2024 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025; apportioning said levy among various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City.
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Mayor Pro Tem Morris moved to schedule public hearing regarding the proposed tax rate upon all property subject to taxation within the City of Lampasas, Texas for the 2024 Tax Year for the use and support of the Municipal Government of the City of Lampasas for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025; apportioning said levy among various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the City, on Tuesday, September

3, 2024 at 5:00 p.m., the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

7.8	Discussion and possible action regarding approval of the Investment and Strategy Policy Resolution.
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Mayor Pro Tem Morris moved to approve the Investment and Strategy Policy Resolution, the motion was seconded by Council member Hernandez and with a unanimous vote, the motion carried. (Keele absent)

Adjourn – Council member Pratus moved to adjourn at 7:51 p.m., the motion was seconded by Mayor Pro Tem Morris and with a unanimous vote, the motion carried. (Keele absent)

PASSED AND APPROVED this _____ day of _____, 2024.

Herb Pearce, Mayor

ATTEST

Becky Sims, City Secretary