

City of Killeen
Regular City Council Meeting
Killeen City Hall
June 9, 2020 at 5:00 p.m.

Presiding: Mayor Jose Segarra

Attending: Mayor Pro Tem Jim Kilpatrick (via video conference), Councilmembers Butch Menking, Juan Rivera, Gregory Johnson, Shirley Fleming (via video conference), Debbie Nash-King (via video conference) and Steve Harris.

Also attending were City Manager Kent Cagle, City Attorney Traci Briggs, City Secretary Lucy Aldrich, and Sergeant-at-Arms Cole.

Councilmember Nash-King gave the invocation; and Councilmember Rivera led everyone in the Pledge of Allegiance.

Approval of Agenda

Motion was made by Mayor Pro Tem Kilpatrick to approve the agenda as written. Motion was seconded by Councilmember Fleming. The motion carried unanimously.

Presentations

PR-20-004 Presentation Recognizing Rose Short
Mayor Segarra recognized Killeen native Ms. Rose Short for her accomplishment of becoming a finalist on the hit NBC show, The Voice.

Citizen Comments

Ms. Holly Teel spoke on Agenda Item DS-20-039, National Mounted Warfare Museum.

Discussion Items

DS-20-039 Discuss Proposed FY 20-21 Budget to Include:

- Community Partners:
 - Bell County Communications
 - Bell County Public Health District
 - National Mounted Warfare Museum

Staff Comments: Jon Locke, Executive Director of Finance

Mr. Locke introduced each of the community partner representatives:

Judge David Blackburn gave a briefing on behalf of Bell County Communications (911 Center). Killeen, Temple, Harker Heights, Belton and Bell County all support the communications center budget. Last fiscal year (2020) Killeen's share totaled \$1,536,375.29. The proposed FY 2021 budget is \$9,239,717.00, with Killeen's share identified at 16.455% for a total request of \$1,520,395.45.

Dr. Amanda Chadwell with the Bell County Health District reviewed services that the district has historically provided focusing on calendar year 2019. Other data provided includes COVID-19 effects on Bell County and Killeen. The Health District is requesting funds in the amount of \$21,728, specifically to

support salaries and benefits related to the Environmental Health Division. Mr. Clarence Enochs with the National Warfare Foundation provided an outline of the past year's use of Hotel Occupancy Tax funds along with future use of proposed funds which mainly consists of aggressive marketing efforts.

DS-20-040 Bell Central Appraisal District Presentation
Mr. Billy White with the Tax Appraisal District gave an overview of the district and reviewed how appraised values are determined.

DS-20-041 Receive Quarterly Financial Report
Staff Comments: Jon Locke, Executive Director of Finance
Mr. Locke reviewed the quarterly financial report for the second quarter of Fiscal Year 2020.

DS-20-042 Discuss the Issuance of Limited Tax Notes to Purchase Vehicles and Associated Equipment for the Fire Department
Staff Comments: Jon Locke, Executive Director of Finance
With the issuance of tax notes being allowed by both the City's Financial Governance Policy and the Texas Government Code, staff has begun the process of issuing \$4.9 million limited tax notes for five fire vehicles and associated equipment (aerial truck, 3 pumper trucks, and a rescue truck). The tax notes are paid over seven years at approximately \$750,000 annually and are made from accumulated fund balance in the Debt Service Fund. There is no change to the tax rate from issuing tax notes. The process of issuing tax notes does include competitive bank placement. All bids received from competing banks will be presented to City Council on June 23 for consideration.

DS-20-043 City Manager Updates (COVID 19 Update)
Staff Comments: Kent Cagle, City Manager
Mr. Cagle gave a current update on COVID 19 and its impact to the city.

Mayor Segarra recessed the meeting for a five minute break before moving on to the rest of the agenda.

DS-20-044 Receive a briefing from the City Attorney regarding Pending or Contemplated Litigation
AGENDA ITEM MOVED TO FOLLOW LAST AGENDA ITEM (RS-20-055)

Minutes

Motion was made by Councilmember Menking to approve the minutes of the May 26, 2020 Regular City Council Meeting. Motion was seconded by Councilmember Nash-King. Motion carried unanimously.

Resolutions

RS-20-050 Consider a memorandum/resolution approving the investment report for the quarter ended March 31, 2020.

Staff Comments: Jon Locke, Executive Director of Finance
Mr. Locke introduced Ms. Susan Anderson with Valley View Consultants who joined the meeting via video conference. Ms. Anderson reviewed the investment report for the quarter ending March 31, 2020. City staff recommends that City Council approve the investment report as presented.

Motion was made by Councilmember Rivera to approve RS-20-050. Motion was seconded by Councilmember Fleming. Motion carried unanimously.

RS-20-051 Consider a memorandum/resolution authorizing Citywide copier expenses in an amount not to exceed \$162,144.

Staff Comments: Jon Locke, Executive Director of Finance
The City currently has 58 copier leases with five different vendors. Quotes are obtained from various vendors through the Texas Department of Information Resources (DIR) purchasing cooperative before entering a lease. City staff recommends that City Council authorize Citywide copier expenses in an amount not to exceed \$162,144 for Fiscal Year 2020, and that the City Manager or designee be authorized to execute change orders as permitted by state and local law.

Motion was made by Councilmember Nash-King to approve RS-20-051. Motion was seconded by Councilmember Mayor Pro Tem Kilpatrick. Motion carried unanimously.

RS-20-052 Consider a memorandum/resolution authorizing a five-year contract with Iteris, Inc. for the Siemens Tactics Central Software in an amount not to exceed \$10,000.00 in FY20 and \$50,000 over the five-year contract.

Staff Comments: Danielle Singh, Executive Director of Public Works
Iteris, Inc. is a sole source vendor for the software and products required to operate the Traffic Management Center and the traffic signals throughout the city. The five-year contract provides continued support, upgrades, and maintenance for a total of \$50,000 over the period. City staff recommends that City Council authorize the City Manager or his designee to execute a contract for Tactics Central Software Services with Iteris, Inc. and to execute any and all changes within the amounts set by State and local law.

Motion was made by Councilmember Johnson to approve RS-20-052. Motion was seconded by Councilmember Fleming. Motion carried unanimously.

RS-20-053 Consider a memorandum/resolution authorizing the purchase of computer hardware and software in an amount not to exceed \$242,297.

Staff Comments: Willie Resto, Executive Director of Information Technology
The recent implementation of Windows 10 and Microsoft Office 365 has caused a critical need to upgrade outdated equipment. In addition to upgrading hardware, city staff recently identified, during the recent health pandemic, a need to have an automated process that delivers better online services to citizens and staff. Through research, SeamlessDocs has been identified as a vendor that can convert existing digital files into web forms that can assist both the city and citizens with upgraded online services. Staff recommends that City Council approve the

procurement of computer hardware and software from SHI Government Solutions using the BuyBoard purchasing cooperative and Texas DIR contracts in an amount not to exceed \$242,297 and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law.

Motion was made by Councilmember Menking to approve RS-20-053. Motion was seconded by Mayor Pro Tem Kilpatrick. Motion carried unanimously.

RS-20-054 Consider a memorandum/resolution declaring vacancies on various citizen appointed boards and commissions and appointing members to fill the unexpired terms.

Staff Comments: Traci Briggs, City Attorney

The City Secretary has been notified by the chairperson of the Senior Citizen Advisory Board that citizen member Rosa Kea has missed more than three (3) consecutive meetings as defined by the code. Also, throughout the past several months, several board/commission members have resigned from their seats creating vacancies on the Animal Advisory Board, Zoning Board of Adjustment, Heritage Preservation Board, Planning & Zoning and the Senior Citizen Advisory Board. City staff recommends City Council recognize board member attendance infractions and resignations on various boards and commissions, to declare vacancies in the identified positions, and to appoint citizen members to fill the identified unexpired terms.

Councilmember Johnson recommended that Wendi Hansen be selected to fill the unexpired term of Ms. Harkin (2018-2020) on the Animal Advisory Committee. There were no objections or other recommendations from City Council.

Ms. Briggs reviewed the recommendations of the Zoning Board of Adjustment Appointment Sub-Committee made up of Mayor Pro Tem Kilpatrick and Councilmember Nash-King. The sub-committee recommends alternate member Claudia Bentley be appointed to fill the unexpired term of Ms. Spilman (2019-2021), Planning and Zoning Commissioner Michael Hodges fill the vacant Planning and Zoning Representative position, and Ms. Linda Knotts be appointed to the unfilled term of the alternate member position (2019-2021). This vacancy is created by appointing Ms. Bentley to the citizen representative position. There were no objections or other recommendations from City Council.

Councilmember Johnson recommended that Andrew Turnbo fill the unexpired term of Mr. Payton (2017-2020) and that Josie McKinney fill the unexpired term of Mr. Crossman (2019-2022) on the Heritage Preservation Board. There were no objections or other recommendations from City Council.

Councilmember Johnson recommended that Michael Boyd be selected to fill the unexpired term of Mr. Payton (2018-2021) on the Planning and Zoning Commission. There were no objections or other recommendations from City Council.

Councilmember Harris, member of the Senior Citizen Advisory Appointment Sub-Committee, recommended that Mr. Albert Galbreth be appointed to fill the unexpired term of Ms. Kea (2019-2022) and that Ms. Mellisa Brown be appointed to fill the unexpired term of Ms. Spilman (2019-2022) on the Senior Citizen Advisory Board. There were no objections or other recommendations from City Council.

Motion was made by Councilmember Johnson to approve RS-20-054 with recommendations as presented. Motion was seconded by Councilmember Rivera. Motion carried unanimously.

RS-20-055 Consider a memorandum/resolution reappointing Councilmember Menking to the Hill Country Transit District Board.

Staff Comments: Traci Briggs, City Attorney

The City of Killeen makes annual appointments to committees that Councilmembers serve on following the annual City Council election. These appointments are made by the Mayor, with the consent of the City Council. Annual appointments were made on July 23, 2019 with appointment terms beginning on October 1, 2019 and ending on September 30, 2020. Although appointment terms were identified as ending on September 30, 2020, the Hill Country Transit District Board defines its terms differently and has identified that Councilmember Menking's term with it expires June 2020. Hill Country has requested that he be reappointed or replaced on the board. City Staff recommends the City Council reappoint Councilmember Menking to continue serving as the City of Killeen representative to the Hill Country Transit District.

Motion was made by Councilmember Nash-King to approve RS-20-055. Motion was seconded by Mayor Pro Tem Kilpatrick. Motion carried unanimously.

DS-20-044 Receive a briefing from the City Attorney regarding Pending or Contemplated Litigation

At 7:45 p.m., Mayor Segarra called for City Council to recess the meeting to Executive Session.

At 8:25 p.m., Mayor Segarra reconvened the City Council meeting.

Adjournment

With no further business, upon motion being made by Councilmember Rivera, seconded by Councilmember Johnson, and unanimously approved, the meeting was adjourned at 8:25 p.m.