



City of Killeen

Agenda

City Council Workshop

Tuesday, February 6, 2018

5:00 PM

Utility Collections
Conference Room
210 West Avenue C
Killeen, Texas 76541

Items for Discussion at Workshop

1. [DS-18-010](#) Discuss Agenda Items for the Regular City Council Meeting of February 13, 2018
2. [DS-18-011](#) City Manager Updates
 - Solid Waste Fees Status
3. [DS-18-012](#) Planning Session
 - Review and Discuss Draft CIP Policy
 - Review and Discuss Draft City Council Protocol/Governing Standards and Expectations
4. [DS-18-013](#) Discuss Stagecoach Road Pavement Failures
5. [DS-18-014](#) Discuss Reappointment of Judge of the Municipal Court of Record

Councilmember Requests for Future Agenda Items

6. [RQ-18-002](#) Future Agenda Item Requests:
 - WCID Update
 - Residential Address Curb Markings

Items for Regular City Council Meeting of February 13, 2018

Minutes

7. [MN-18-003](#) Consider Minutes of Regular City Council Meeting of January 23, 2018.

Attachments: [Minutes](#)

Ordinances

8. [OR-18-001](#) Consider an ordinance calling the May 5, 2018 General Election.

Attachments: [Staff Report](#)
[Ordinance](#)
[Presentation](#)

9. [OR-18-002](#) Consider an ordinance calling a charter amendment election on May 5, 2018.

Attachments: [Staff Report](#)
[Ordinance](#)
[Exhibit A](#)
[Presentation](#)

Public Hearings

10. [PH-18-004](#) HOLD a public hearing and consider an ordinance adopting a substantial amendment to the 2016-17 Annual Action Plan describing use of funds and allocation of Community Development Block Grant (CDBG) program funds. (2nd of 2 Public Hearings)

Attachments: [Staff Report](#)
[CDAC Minutes](#)
[FY2016i Allocation Table](#)
[Ordinance](#)
[Presentation](#)

Adjournment

I certify that the above notice of meeting was posted on the Internet and on the bulletin boards at Killeen City Hall and at the Killeen Police Department on or before 5:00 p.m. on February 2, 2018.

Dianna Barker, City Secretary

The public is hereby informed that notices for City of Killeen meetings will no longer distinguish between matters to be discussed in open or closed session of a meeting. This practice is in accordance with rulings by the Texas Attorney General that, under the Texas Open Meetings Act, the City Council may convene a closed session to discuss any matter listed on the agenda, without prior or further notice, if the matter is one that the Open Meetings Act allows to be discussed in a closed session..

This meeting is being conducted in accordance with the Texas Open Meetings Law [V.T.C.A., Government Code, § 551.001 et seq.]. This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for those services, please call 254-501-7700, City Manager's Office, or TDD 1-800-734-2989.

Notice of Meetings

The Mayor and/or City Council have been invited to attend and/or participate in the following meetings/conferences/events. Although a quorum of the members of the City Council may or may not be available to attend this meeting, this notice is being posted

to meet the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. No official action will be taken by Council.

- *NAACP Annual Freedom Banquet, March 16, 2018, 7:00 p.m., Killeen Civic and Conference Center*

Dedicated Service -- Every Day, for Everyone!



City of Killeen

Legislation Details

File #: DS-18-010 **Version:** 1 **Name:** Discuss Agenda Items
Type: Discussion Items **Status:** Discussion Items
File created: 1/23/2018 **In control:** City Council Workshop
On agenda: 2/6/2018 **Final action:**
Title: Discuss Agenda Items for the Regular City Council Meeting of February 13, 2018
Sponsors: City Manager Department
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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City of Killeen

Legislation Details

File #: DS-18-011 **Version:** 1 **Name:** City Manager Updates
Type: Discussion Items **Status:** Discussion Items
File created: 8/1/2017 **In control:** City Council Workshop
On agenda: 2/6/2018 **Final action:**
Title: City Manager Updates
· Solid Waste Fees Status
Sponsors: City Manager Department
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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City of Killeen

Legislation Details

File #: DS-18-012 **Version:** 1 **Name:** Review and Discuss City Council Protocol
Type: Discussion Items **Status:** Discussion Items
File created: 12/5/2017 **In control:** City Council Workshop
On agenda: 2/6/2018 **Final action:**
Title: Planning Session
· Review and Discuss Draft CIP Policy
· Review and Discuss Draft City Council Protocol/Governing Standards and Expectations
Sponsors: City Manager Department
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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City of Killeen

Legislation Details

File #: DS-18-013 **Version:** 1 **Name:** Stagecoach Road pavement failures
Type: Discussion Items **Status:** Discussion Items
File created: 1/25/2018 **In control:** City Council Workshop
On agenda: 2/6/2018 **Final action:**
Title: Discuss Stagecoach Road Pavement Failures
Sponsors: Public Works Department
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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City of Killeen

Legislation Details

File #: DS-18-014 **Version:** 1 **Name:** Discuss Reappointment of Judge of the Municipal Court of Record

Type: Discussion Items **Status:** Discussion Items

File created: 1/10/2018 **In control:** City Council Workshop

On agenda: 2/6/2018 **Final action:**

Title: Discuss Reappointment of Judge of the Municipal Court of Record

Sponsors: Municipal Court Department

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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City of Killeen

Legislation Details

File #: RQ-18-002 **Version:** 1 **Name:** Future Agenda Requests
Type: Future Agenda Requests **Status:** Future Agenda Items
File created: 1/25/2018 **In control:** City Council Workshop
On agenda: 2/6/2018 **Final action:**
Title: Future Agenda Item Requests:
· WCID Update
· Residential Address Curb Markings
Sponsors: City Council
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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City of Killeen

Legislation Details

File #: MN-18-003 **Version:** 1 **Name:** Minutes of January 23, 2018
Type: Minutes **Status:** Minutes
File created: 1/23/2018 **In control:** City Council Workshop
On agenda: 2/6/2018 **Final action:**
Title: Consider Minutes of Regular City Council Meeting of January 23, 2018.
Sponsors: City Secretary
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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City of Killeen
Regular City Council Meeting
Killeen City Hall
January 23, 2018 at 5:00 p.m.

Presiding: Mayor Jose L. Segarra

Attending: Councilmembers Juan Rivera, Shirley Fleming, Gregory Johnson, Jonathan Okray, and Steve Harris

Absent: Mayor Pro-Tem Jim Kilpatrick, Councilmember Debbie Nash-King

Also attending were City Manager Ronald L. Olson, City Attorney Kathryn Davis, City Secretary Dianna Barker, and Sergeant-at-Arms Cole.

Debbie Stoll gave the invocation, and the Now Generation Inspiration Youth Group led everyone in the Pledge of Allegiance.

Approval of Agenda

Motion was made by Councilmember Okray to approve the agenda as written. Motion seconded by Councilmember Rivera. The motion carried unanimously.

Presentations

PR-18-001 Presentation - Lions Club International Foundation Check Presentation
Joe Holman, Lions Club District Governor, presented a check to the city for \$80,000 for construction of the special needs playground at Lions Park.

Minutes

Motion was made by Councilmember Rivera to approve the minutes of the January 16th Regular City Council Meeting. Motion was seconded by Councilmember Fleming. Motion carried unanimously.

Resolutions

RS-18-002 Consider a memorandum/resolution authorizing the City Manager to enter into an interlocal agreement between the City of Killeen and the Central Texas Council of Governments (CTCOG) for pass through funding Services for a Household Hazardous Waste (HHW) event.

Staff comments: David Olson

A household hazardous waste event will be held on February 3, 2018 at the Killeen Special Events Center. The Event is open to all CTCOG region residents. Staff recommends that the City Council authorize the City Manager to sign the interlocal agreement between the City of Killeen and the Central Texas Council of Governments for pass through funding of \$20,000 for a regional HHW event.

Motion was made by Councilmember Johnson to approve RS-18-002. Motion was seconded by Councilmember Fleming. Motion carried unanimously.

RS-18-003 Consider a memorandum/resolution awarding Bid No. 18-06 to Quality Concrete Construction for the construction of Stewart Neighborhood Phase 4 - Sidewalk Reconstruction.

Staff comments: David Olson

Three bids were received for the sidewalk reconstruction. City staff recommends that City Council award a construction contract for the construction of sidewalk improvements to Quality Concrete Construction through line item seventy-nine (79) in the amount of \$298,141.00, and that it authorize the City Manager to execute all necessary contract documents along with all necessary change orders or supplemental agreements for the project allowed by state and local law.

Motion was made by Councilmember Rivera to approve RS-18-003. Motion was seconded by Councilmember Okay. Motion carried unanimously.

RS-18-004 Consider a memorandum/resolution for Killeen Express Shuttle Operating Authority.

Staff comments: Kathy Davis

Killeen Express Shuttle has applied for an operating authority permit. This shuttle service will provide for transportation from the Walmart parking lot on Stan Schlueter Loop to the Austin airport only. Staff recommends the City Council approve an Operating Authority to Killeen Express Shuttle.

Motion was made by Councilmember Okay to approve RS-18-004. Motion was seconded by Councilmember Harris. Motion carried unanimously.

Public Hearings

PH-17-030 HOLD a public hearing and consider an ordinance requested by Emmons Investments, G.P. (Case#Z17-14) to rezone Lot B, Replat of Lot 1, Block 9, Roberts Addition, Section Three Amended, from “B-5” (Business District) to “R-2” (Two Family Residential District). The property is locally known as 3000 Edgefield Street, Killeen, Texas. (Tabled from June 20, 2017 City Council Workshop)

The City Secretary read the caption of the ordinance.

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF KILLEEN BY CHANGING THE ZONING OF CERTAIN PROPERTY OUT OF THE CITY OF KILLEEN, BELL COUNTY, TEXAS, FROM “B-5” (BUSINESS DISTRICT) TO “R-2” (TWO FAMILY RESIDENTIAL DISTRICT); PROVIDING A SAVINGS CLAUSE; PROVIDING FOR THE REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE.

Staff comments: Tony McIlwain

The staff notified thirty-two (32) surrounding property owners within a 200’ notification boundary regarding this request. Staff received one opposition from the property owner of 3003 Tom Lockett Drive. The Planning and Zoning Commission recommended approval of the applicant’s request for “R-2” zoning by a vote of 6 to 0.

Mayor Segarra opened the public hearing. With no one appearing, the public hearing was closed.

Motion was made by Councilmember Okay to approve PH-17-030. Motion was seconded by Councilmember Fleming. Motion carried unanimously.

PH-18-002 HOLD a public hearing to provide citizens the opportunity to comment, and City Council to discuss and consider the Interlocal Agreement and application of the Edward Byrne Memorial Justice Assistance Grant (JAG) for FY 2017.

Staff comments: Chief Charles Kimble

The program award is allocated through an Inter-local agreement between Bell County, City of Killeen, and the City of Temple. JAG funding for Fiscal Year 2017 will be \$76,296. An agreement has been made to distribute the program award as follows: City of Killeen \$38,529, City of Temple \$17,167 and Bell County \$20,600. Staff recommends that City Council approve the submission of the 2017 Edward Byrne Memorial Justice Assistance Grant through the Killeen Police Department on behalf of all parties involved; the City Manager to sign the Inter-local agreement; and to permit the Killeen Police Department to allocate and administer the duties required by the grant, under the oversight of the City's Controller. The Killeen Police Department anticipates purchasing body worn video cameras and supportive technology to implement the video system equipment.

Mayor Segarra opened the public hearing. With no one appearing, the public hearing was closed.

Motion was made by Councilmember Fleming to approve PH-18-002. Motion was seconded by Councilmember Okray. Motion carried unanimously.

PH-18-003 HOLD a public hearing and consider an ordinance amending the FY 2018 Annual Budget and Plan of Municipal Services of the City of Killeen to authorize the carry forward of FY 2017 expenditure budgets to the FY 2018 budget.

The City Secretary read the caption of the ordinance.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KILLEEN, TEXAS AMENDING THE FY 2018 ANNUAL BUDGET AND PLAN OF MUNICIPAL SERVICES OF THE CITY OF KILLEEN TO AUTHORIZE THE CARRY FORWARD OF FY 2017 EXPENDITURE BUDGETS TO THE FY 2018 BUDGET; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING A SAVING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

Staff comments: Jonathan Locke

A number of outstanding contracts and commitments for projects and/or services were not completed nor received by the City prior to the close of the fiscal year ending September 30, 2017. In order to complete contracted projects and/or services, FY 2017 appropriations need to be carried forward to the Annual Budget and Plan of Municipal Services for FY 2018 as a budget amendment. Staff recommends that the City Council approve this ordinance amending the FY 2018 Annual Budget and Plan of Municipal Services of the City of Killeen to authorize the carry forward of FY 2017 expenditure budgets to the FY 2018 budget.

Mayor Segarra opened the public hearing. With no one appearing, the public hearing was closed.

Motion was made by Councilmember Rivera to approve PH-18-003. Motion was seconded by Councilmember Okray. Motion carried unanimously.

Adjournment

With no further business, upon motion being made by Councilmember Okray, seconded by Councilmember Rivera, and unanimously approved, the meeting was adjourned at 5:29 p.m.

Jose L. Segarra, Mayor

Dianna Barker, City Secretary



City of Killeen

Legislation Details

File #: OR-18-001 **Version:** 1 **Name:** Calling the May 5, 2018 General Election
Type: Ordinance **Status:** Ordinances
File created: 1/11/2018 **In control:** City Council Workshop
On agenda: 2/6/2018 **Final action:**
Title: Consider an ordinance calling the May 5, 2018 General Election.
Sponsors: City Secretary
Indexes:
Code sections:
Attachments: [Staff Report](#)
[Ordinance](#)
[Presentation](#)

Date	Ver.	Action By	Action	Result
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STAFF REPORT

DATE: February 06, 2018

TO: Ronald L. Olson, City Manager

FROM: Kathy Davis, City Attorney

SUBJECT: Calling for the May 5, 2018 General Election to Elect a Mayor and Three Council Members-at-Large.

BACKGROUND AND FINDINGS:

The Texas Election Code, Chapter 3, provides for the ordering of an election not later than the 78th day before the election date. In addition to any other elements required, each order must state the date of the election and the offices or measures to be voted on at the election.

The attached ordinance has been prepared calling the election and giving notice of an election for the purpose of electing a Mayor and three Council Members-at-Large and designating the polling places and times.

THE ALTERNATIVES CONSIDERED:

There are no legal alternatives. The Mayor and three Member-at-Large council seats expire May 31, 2018.

Which alternative is recommended? Why?

Staff recommends holding a May 5, 2018 general election for the purpose of electing a Mayor and three Council Members-at-Large.

CONFORMITY TO CITY POLICY:

This ordinance conforms to Article IX of the City Charter authorizing the calling of an election to be held on a uniform election date provided for in the Texas Election Code.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The estimated cost to conduct this election is \$50,000.00. \$35,000.00 has been budgeted in Account No. 010-1010-416.50-45, Election Expense. If KISD has an election, it will be held jointly with the city and KISD will pay one-half of the total costs of election equipment and personnel.

Is this a one-time or recurring expenditure?

Annual expenditure.

Is this expenditure budgeted?

Yes

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes, if KISD has a joint election with the city.

No, if KISD does not have to have an election.

RECOMMENDATION:

Staff recommends City Council approve the attached ordinance calling for a May 5, 2018 general election to elect a Mayor and three Council Members-at-Large.

DEPARTMENTAL CLEARANCES:

City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Ordinance

ORDINANCE _____

AN ORDINANCE ORDERING THE HOLDING OF AN ELECTION IN THE CITY OF KILLEEN, TEXAS, FOR THE PURPOSE OF ELECTING A MAYOR AND THREE COUNCIL MEMBERS-AT-LARGE; PROVIDING FOR THE FILING OF WRITTEN APPLICATION TO HAVE THEIR NAMES PRINTED ON THE OFFICIAL BALLOT; FIXING THE TIME WITHIN SUCH APPLICATION MAY BE FILED; SPECIFYING THAT THE PROVISIONS OF THE GENERAL ELECTION LAWS SHALL CONTROL ALL QUESTIONS PERTAINING TO SUCH ELECTION; PRESCRIBING THE CONTENTS OF THE OFFICIAL BALLOT; PROVIDING FOR COMPENSATION; DESIGNATING THE POLLING PLACES, AND PROVIDING FOR POSTING AND PUBLICATION OF NOTICE OF ELECTION AND CONTAINING MISCELLANEOUS PROVISIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

SECTION 1. That, pursuant to the laws of the State of Texas and the Charter of the City of Killeen, it is ordered by the City Council that a general election be held in the City of Killeen, Texas, on May 5, 2018, for the purpose of electing from the City of Killeen a Mayor and three Council Members-at-Large. Any reference in this ordinance hereinafter to “Election Day” shall mean May 5, 2018.

SECTION 2. The manner of holding the election and all questions pertaining to such election shall be governed by the V.T.C.A. Election Code, and the returns shall be made and canvassed and the results declared as in other legal elections of the City of Killeen.

SECTION 3. Any eligible and qualified person may have his or her name printed on the official ballot as an independent candidate for the office of councilmember by filing a written application with the City Secretary beginning January 17th through 5:00 p.m. February 16, 2018. Any person wishing to file a declaration of write-in candidacy must do so not later than 5:00 p.m. on February 20, 2018.

SECTION 4. The names of all those who have filed their written applications to have their names printed on the official ballot as candidates shall be posted by the City Secretary in a conspicuous place at her office for the inspection of the public for at least ten days before she orders the ballot to be printed. The City Secretary shall preserve in her office for a period established by the Texas State Library and Archives Commission and adopted by the City all applications, statements, notice of objections, and other related papers.

SECTION 5. Any person eligible for the office of councilmember or other office who has filed his or her written application in accordance with the provisions of this ordinance shall have his or her

name printed on the official ballot. Any such person may cause his or her name to be withdrawn at any time prior to 5:00 p.m. on February 23, 2018, by filing in writing with the City Secretary, a request to that effect over his signature, duly attested to by a Notary Public. No name so withdrawn shall be printed on the ballots. Not later than twenty days before the election, the City Secretary shall have the official ballots printed.

SECTION 6. Each qualified voter who desires to cast an early vote or who expects to be absent on the date of the election shall be entitled to an official ballot and to cast such ballot in accordance with the applicable provisions of Title 7, V.T.C.A., Election Code, beginning April 23, 2018, and continuing through May 1, 2018. The City Secretary will be the early voting clerk, who may appoint by written order one or more temporary deputies to serve as deputy early voting clerks in accordance with the applicable law.

Early voting will be held at the following locations and operating hours:

Main Early Voting Polling Location:

City Hall, 101 N. College Street, 1 st floor -	Mon., April 23 rd	7:00am to 7:00pm
	Tues., April 24 th	8:00am to 5:00pm
	Wed., April 25 th	8:00am to 5:00pm
	Thurs., April 26 th	8:00am to 5:00pm
	Fri., April 27 th	8:00am to 5:00pm
	Mon., April 30 th	8:00am to 5:00pm
	Tues., May 1 st	7:00am to 7:00pm

Branch Early Voting Polling Locations:

Killeen Community Center, 2201 E. VMB, Lions Club Park Senior Center, 1700 E. Stan Schlueter -	Mon., April 23 rd	7:00am to 7:00pm
	Tues., April 24 th	8:00am to 5:00pm
	Wed., April 25 th	8:00am to 5:00pm
	Thurs., April 26 th	8:00am to 5:00pm
	Fri., April 27 th	8:00am to 5:00pm
	Mon., April 30 th	8:00am to 5:00pm
	Tues., May 1 st	7:00am to 7:00pm

Should the Killeen Independent School District also have an election on such date, branch early voting shall also be at the KISD School Administration Office, 200 North W.S. Young Drive.

KISD Administration Building, 200 N. WS Young -	Mon., April 23 rd	8:00am to 5:00pm
	Tues., April 24 th	8:00am to 5:00pm
	Wed., April 25 th	7:00am to 7:00pm
	Thurs., April 26 th	7:00am to 7:00pm
	Fri., April 27 th	8:00am to 5:00pm
	Mon., April 30 th	8:00am to 5:00pm
	Tues., May 1 st	8:00am to 5:00pm

The City Hall location for early voting is also where ballot applications and ballots voted by mail may be sent.

SECTION 7. The election shall be held in the hereafter-designated polling places between the hours of 7:00 a.m. to 7:00 p.m. on the date of the election.

PRECINCT # 106

Fire Station #1
3800 Westcliff Road

PRECINCT #109

St. Joseph's Catholic Church
2903 East Rancier

PRECINCT #201/204

Fire Station #3
700 Twin Creek Drive

PRECINCT #205

Jackson Professional Learning Center
902 Rev. R. A. Abercrombie Drive

PRECINCT #206/402/409

Killeen Senior Center at Lions Club Park
1700 E. Stan Schlueter Loop

PRECINCT #207

Copper Mountain Library
3000 South W. S. Young Drive

PRECINCT #203/208/210

Cedar Valley Elementary School
4801 Chantz Drive

PRECINCT #404

Fire Station #7
3701 Watercrest Road

PRECINCT #405

Robert M. Shoemaker High School
3302 Clear Creek Road

PRECINCT #406

Central Fire Station
201 S. 28th Street

PRECINCT #401/412/413

Fire Station #9
5400 Bunny Trail

PRECINCT #408

Fire Station #5
905 West Jasper Road

PRECINCT #410

Fire Department Support Facility
114 W. Avenue D

SECTION 8. The City Council shall appoint presiding election judges and alternate presiding judges for the election at the precinct polling places and as the Early Voting Ballot Board to process the early voting results, provided that if neither the presiding judge nor the alternate presiding judge can serve and their inability to serve is discovered so late that it is impracticable to fill the vacancy in the normal manner, the Mayor shall have the authority and is hereby directed to appoint a replacement judge to preside at the election. The presiding election judge for each precinct shall appoint no more than two (2) election clerks in addition to the alternate presiding judge named herein to assist the judge in the conduct of the election. The presiding election judges, alternate presiding judges, and clerks shall be paid \$10.00 per hour for serving in such capacities, and the election judges and/or alternate judges shall be paid an additional \$25.00 for delivering the returns of such election to the City Secretary for

proper tabulation. No presiding election judge, alternate presiding judge, or clerk shall be compensated for a period in excess of the time extending from one hour before the polls open until two hours after the polls close. The Early Voting Ballot Board shall be paid a set rate of \$50.00 for serving in such capacity that will include proper tabulation. Provided, however, that should the Early Voting Ballot Board need to reconvene to tabulate provisional ballots, they shall be paid an additional \$10.00 per hour for such services.

SECTION 9. The following positions shall be set forth on electronic ballots hereinafter provided, in substantially the following form:

**CITY OF KILLEEN GENERAL ELECTION
MAY 5, 2018
OFFICIAL BALLOT**

FOR MAYOR

Vote for One

☐ _____
☐ _____
☐ _____

FOR COUNCILMEMBER-AT-LARGE

Vote for One, Two, or Three

☐ _____
☐ _____
☐ _____
☐ _____

SECTION 10. Optical scan ballots shall be used for early voting by mail, curbside voting, and Election Day and the Model 100 Optical Scan Voting System and AutoMARK Voter Assist Terminal shall be used for early voting by personal appearance and on Election Day.

SECTION 11. All resident qualified electors of the City shall be permitted to vote at the election.

SECTION 12. The election materials enumerated in Sec. 272.001, et seq., V.T.C.A. Election Code, shall be printed and furnished in both English and Spanish for use at each polling place on Election Day and for early voting.

SECTION 13. Notice of election shall be given by posting substantial copies of the Notice of Election as prescribed by the Secretary of State's office in both English and Spanish at the Killeen City Hall, the official city website and at three (3) other public places in the City at least thirty (30) days prior to the date set for the election; and substantial copies of the Notice of Election in both English and Spanish shall be one time in a newspaper of general circulation in the City, the date of publication to be not less than fourteen (14) days prior to the date set for the election.

SECTION 14. A traditional polling place set up will be used at the close of the polls on Election Day.

SECTION 15. Returns of election shall be made by the election officers to the City Council at a meeting following the election; the returns will be canvassed and the results of the election declared as prescribed by the Election Code, V.T.C.A., of the State of Texas and the City Charter.

SECTION 16. It is officially found, determined, and declared that the meeting at which this Ordinance has been adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered and acted upon at the meeting, including this Ordinance, was given, all as required by the applicable provisions of the Texas Government Code, Sec. 551.001, *et seq.*

PASSED AND APPROVED at a regular meeting of the City Council of the City of Killeen, Texas, this 13th day of February 2018, at which meeting a quorum was present, held in accordance with the provisions of the Texas Government Code, Sec. 551.001, *et seq.*

APPROVED

Jose Segarra, MAYOR

ATTEST:

Dianna Barker, CITY SECRETARY

APPROVED AS TO FORM

Kathryn H. Davis, CITY ATTORNEY



CALLING THE MAY 5, 2018 GENERAL ELECTION

OR-18-001

February 6, 2018

Purpose of Election

2

Election is ordered for the purpose of:

- Electing a Mayor
- Electing 3 Council Members-at-Large

Each seat holds a 2-year term.

Application and Voting Dates

3

Filing dates:

- January 17th through February 16th

Early voting:

- April 23rd through May 1st, 8:00a.m. to 5:00p.m.

Extended hours:

- April 23rd, 7:00a.m. to 7:00p.m.
- May 1st, 7:00a.m. to 7:00p.m.

Election Day:

- May 5th, 7:00a.m. to 7:00p.m.

Polling Locations—Early Voting

4

- City Hall
- Killeen Community Center
- Lions Club Park Senior Center
- KISD Administration Building

Polling Locations—Election Day

5

- ❑ Precinct 106 – Fire Station #1
- ❑ Precinct 109 – St. Joseph's Catholic Church
- ❑ Precinct 201/204 – Fire Station#3
- ❑ Precinct 205 – Jackson Professional Learning Center
- ❑ Precinct 206/402/409 – Lions Park Senior Center
- ❑ Precinct 207 – Copper Mountain Library
- ❑ Precinct 203/208/210 – Cedar Valley Elementary School
- ❑ Precinct 404 – Fire Station #7
- ❑ Precinct 405 – Shoemaker High School
- ❑ Precinct 406 – Central Fire Station
- ❑ Precinct 401/412/413 – Fire Station #9
- ❑ Precinct 408 – Fire Station #5
- ❑ Precinct 410 – Fire Support Facility

Ballot Form

6

CITY OF KILLEEN GENERAL ELECTION

MAY 5, 2018

OFFICIAL BALLOT

FOR MAYOR

Vote for One

[] _____

[] _____

[] _____

FOR COUNCIL MEMBER-AT-LARGE

Vote for One, Two, or Three

[] _____

[] _____

[] _____

[] _____



7

Voting Equipment

M100 Precinct Scanner and Tabulator

AutoMark Ballot-Marking Device (ADA)

Recommendation

8

- Staff recommends that the City Council approve the ordinance calling the May 5, 2018 general election.



City of Killeen

Legislation Details

File #: OR-18-002 **Version:** 1 **Name:** Calling charter amendment election
Type: Ordinance **Status:** Ordinances
File created: 1/19/2018 **In control:** City Council Workshop
On agenda: 2/6/2018 **Final action:**
Title: Consider an ordinance calling a charter amendment election on May 5, 2018.
Sponsors: City Attorney Department
Indexes:
Code sections:
Attachments: [Staff Report](#)
[Ordinance](#)
[Exhibit A](#)
[Presentation](#)

Date	Ver.	Action By	Action	Result
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STAFF REPORT

DATE: February 6, 2018

TO: Ronald L. Olson, City Manager

FROM: Kathy Davis, City Attorney

SUBJECT: Calling a charter amendment election on May 5, 2018

BACKGROUND AND FINDINGS:

As a home rule city, the City of Killeen governs itself through its charter as long as there are no conflicts with state or federal law. The City of Killeen originally adopted its charter in 1949 and it has been amended various times since then, with substantial revisions in 2013.

The City Manager has identified two changes to the charter that would enable him to better administer the city's finances. A proposed revision to Section 71 would make changes to transfers of appropriations. It would authorize the City Council to make transfers from one fund to another, authorize the City Manager to make interdepartmental transfers within a fund, and authorize the Executive Director of Finance to make intradepartmental transfers within a fund. With a proposed revision to Section 73, appropriations made as part of a Capital Improvement Program would not lapse at the end of the fiscal year, but rather would continue until the purpose for which it was made has been accomplished or abandoned.

If approved, the charter amendment election will be May 5, 2018, to coincide with the general election for Mayor and Councilmembers At Large.

THE ALTERNATIVES CONSIDERED:

The alternatives that are available are to hold a charter election, not hold a charter election, or to offer different or additional charter amendments to the voters.

Which alternative is recommended? Why?

Staff recommends a charter election limited to the issues identified above. Staff does not believe that a significant overhaul of the charter is necessary at this time.

CONFORMITY TO CITY POLICY:

This ordinance conforms to charter provisions for calling an election, as well as relevant provisions of the Texas Elections Code.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

There is no fiscal impact anticipated. The propositions should fit onto the ballot for the general election without the need of purchasing any additional ballots.

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Staff recommends that the City Council approve the attached ordinance calling a charter amendment election for May 5, 2018.

DEPARTMENTAL CLEARANCES:

City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Exhibit A
Ordinance

ORDINANCE _____

AN ORDINANCE ORDERING THE HOLDING OF AN ELECTION IN THE CITY OF KILLEEN, TEXAS, FOR THE PURPOSE OF SUBMITTING TO THE VOTERS OF THE CITY PROPOSED AMENDMENTS TO THE HOME RULE CHARTER OF THE CITY; SPECIFYING THAT THE PROVISIONS OF THE GENERAL ELECTION LAWS SHALL CONTROL ALL QUESTIONS PERTAINING TO SUCH ELECTION; PRESCRIBING THE CONTENTS OF THE OFFICIAL BALLOT; PROVIDING FOR COMPENSATION; DESIGNATING THE POLLING PLACES, AND PROVIDING FOR POSTING AND PUBLICATION OF NOTICE OF ELECTION AND CONTAINING MISCELLANEOUS PROVISIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

SECTION 1. That, pursuant to the laws of the State of Texas and the Charter of the City of Killeen, it is ordered by the City Council that a general election be held in the City of Killeen, Texas, on May 5, 2018, for the purpose of submitting to the qualified voters of the City, certain propositions on whether the Charter of the City of Killeen should be amended. Any reference in this ordinance hereinafter to “Election Day” shall mean May 5, 2018.

SECTION 2. That the proposed amendments to the existing Charter of the City of Killeen are set forth in Exhibit A, attached hereto and incorporated by reference for all intents and purposes. Proposed, retained text of the existing Charter is shown in normal type. Text proposed to be deleted from the existing Charter is shown as a [~~strikeout~~]. New or additional text in the Charter is shown underlined.

SECTION 3. That the vote shall be upon an official ballot prepared in such manner as will permit the voters “FOR” or “AGAINST” the propositions submitted, with the propositions to be set forth on the official ballots in substantially the following form:

Proposition 1

Transfers of Appropriations

Amend the Charter of the City of Killeen to provide the City Council the authority to make transfers from one fund to another; the City Manager authority to make interdepartmental transfers within a fund; the Executive Director of Finance authority to make intradepartmental transfers within a fund; and to make certain other grammatical and technical changes thereto.

Proposition 2

Lapse of Appropriations

Amend the Charter of the City of Killeen to provide that an appropriation approved as part of a Capital Improvement Program does not lapse at the end of a fiscal year and shall continue until the purpose for which it was made has been accomplished or abandoned; and to make certain other grammatical and technical changes thereto.

SECTION 4. The manner of holding the election and all questions pertaining to such election shall be governed by the V.T.C.A. Election Code, and the returns shall be made and canvassed and the results declared as in other legal elections of the City of Killeen.

SECTION 5. Each qualified voter who desires to cast an early vote or who expects to be absent on the date of the election shall be entitled to an official ballot and to cast such ballot in accordance with the applicable provisions of Title 7, V.T.C.A., Election Code, beginning April 23, 2018, and continuing through May 1, 2018. The City Secretary will be the early voting clerk, who may appoint by written order one or more temporary deputies to serve as deputy early voting clerks in accordance with the applicable law. Early voting will be held in the first floor lobby of the Killeen City Hall, 101 North College (mailing address: PO Box 1329, Killeen, TX 76540, Attention: Early Voting Clerk), at the Killeen Community Center, 2201 E. Veterans Memorial Boulevard, Killeen, and at the Killeen Lions Park Senior Center, 1700-B E. Stan Schlueter Loop between the hours of 8:00 a.m. and 5:00 p.m. on each day of early voting except Saturdays, Sundays, and official State or City holidays. Provided, however, that on the first and last day of early voting, the hours shall be 7:00 a.m. to 7:00 p.m. For the 2018 election those dates shall be April 23rd and May 1st. The City Hall location for early voting is also

where ballot applications and ballots voted by mail may be sent. Should the Killeen Independent School District also have an election on such date, branch early voting shall also be at the KISD School Administration Office, 200 North W.S. Young Drive, Killeen, between the hours of 8:00 a.m. and 5:00 p.m. on each day of early voting except Saturdays, Sundays, and official State holidays.

SECTION 6. The election shall be held in the hereafter-designated polling places between the hours of 7:00 a.m. to 7:00 p.m. on the date of the election.

PRECINCT # 106

Fire Station #1
3800 Westcliff Road

PRECINCT #109

St. Joseph's Catholic Church
2903 East Rancier

PRECINCT #201/204

Fire Station #3
700 Twin Creek Drive

PRECINCT #205

Jackson Professional Learning Center
902 Rev. R. A. Abercrombie Drive

PRECINCT #206/402/409

Killeen Senior Center at Lions Club Park
1700 E. Stan Schlueter Loop

PRECINCT #207

Copper Mountain Library
3000 South W. S. Young Drive

PRECINCT #203/208/210

Cedar Valley Elementary School
4801 Chantz Drive

PRECINCT #404

Fire Station #7
3701 Watercrest Road

PRECINCT #405

Robert M. Shoemaker High School
3302 Clear Creek Road

PRECINCT #406

Central Fire Station
201 S. 28th Street

PRECINCT #401/412/413

Fire Station #9
5400 Bunny Trail

PRECINCT #408

Fire Station #5
905 West Jasper Road

PRECINCT #410

Fire Department Support Facility
114 W. Avenue D

SECTION 7. The City Council shall appoint presiding election judges and alternate presiding judges for the election at the precinct polling places and as the Early Voting Ballot Board to process the early voting results, provided that if neither the presiding judge nor the alternate presiding judge can serve and their inability to serve is discovered so late that it is impracticable to fill the vacancy in the normal manner, the Mayor shall have the authority and is hereby directed to appoint a replacement judge to preside at the election. The presiding election judge for each precinct shall appoint no more

than two (2) election clerks in addition to the alternate presiding judge named herein to assist the judge in the conduct of the election. The presiding election judges, alternate presiding judges, and clerks shall be paid \$10.00 per hour for serving in such capacities, and the election judges and/or alternate judges shall be paid an additional \$25.00 for delivering the returns of such election to the City Secretary for proper tabulation. No presiding election judge, alternate presiding judge, or clerk shall be compensated for a period in excess of the time extending from one hour before the polls open until two hours after the polls close. The Early Voting Ballot Board shall be paid a set rate of \$50.00 for serving in such capacity that will include proper tabulation. Provided, however, that should the Early Voting Ballot Board need to reconvene to tabulate provisional ballots, they shall be paid an additional \$10.00 per hour for such services.

SECTION 8. Optical scan ballots shall be used for early voting by mail, curbside voting, and Election Day and the Model 100 Optical Scan Voting System and AutoMARK Voter Assist Terminal shall be used for early voting by personal appearance and on Election Day.

SECTION 9. All resident qualified electors of the City shall be permitted to vote at the election.

SECTION 10. The election materials enumerated in Sec. 272.001, et seq., V.T.C.A. Election Code, shall be printed and furnished in both English and Spanish for use at each polling place on Election Day and for early voting.

SECTION 11. Notice of election shall be given by posting substantial copies of the Notice of Election as prescribed by the Secretary of State's office in both English and Spanish at the Killeen City Hall, the official city website and at three (3) other public places in the City at least thirty (30) days prior to the date set for the election; and substantial copies of the Notice of Election in both English and Spanish shall be one time in a newspaper of general circulation in the City, the date of publication to be not less than fourteen (14) days prior to the date set for the election.

SECTION 12. Returns of election shall be made by the election officers to the City Council at a meeting following the election; the returns will be canvassed and the results of the election declared as prescribed by the Election Code, V.T.C.A., of the State of Texas and the City Charter.

SECTION 13. It is officially found, determined, and declared that the meeting at which this Ordinance has been adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered and acted upon at the meeting, including this Ordinance,

was given, all as required by the applicable provisions of the Texas Government Code, Sec. 551.001, *et seq.*

PASSED AND APPROVED at a regular meeting of the City Council of the City of Killeen, Texas, this 13th day of February, 2018, at which meeting a quorum was present, held in accordance with the provisions of the Texas Government Code, Sec. 551.001, *et seq.*

APPROVED

Jose Segarra, MAYOR

ATTEST:

Dianna Barker, CITY SECRETARY

APPROVED AS TO FORM

Kathryn H. Davis, CITY ATTORNEY

EXHIBIT A

Proposed Charter Language

Article VII – FINANCE ADMINISTRATION

Section 71 – TRANSFERS OF APPROPRIATIONS

~~The city manager may at any time transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency. At the request of the city manager, the council may by ordinance transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another.~~

Management of the City's ongoing operation may from time to time require the transfer of unencumbered appropriation balance or portion thereof from one cost center to another. Approval of fund transfers, under such circumstances will be as follows:

- I. Interfund transfers: At the request of the City Manager, the City Council may approve the transfer of any unencumbered appropriation or portion thereof from one fund to another.
- II. Intrafund transfers:
 - a. Interdepartmental: The City Manager may approve the transfer of any unencumbered balance or portion thereof within a particular fund from one office, department or agency to another.
 - b. Intra-departmental: The Executive Director of Finance may approve the transfer of any unencumbered balance or portion thereof within a particular fund between line items of the same department.

Article VII – FINANCE ADMINISTRATION

Section 73 – LAPSE OF APPROPRIATIONS

Except for an appropriation approved as part of the Capital Improvement Program, All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered. An appropriation approved as part of the Capital Improvement Program shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from the appropriation.

ARTICLE XI – FRANCHISES AND PUBLIC UTILITIES

Section 119 – CONTROL OVER AND POWERS WITH REFERENCE TO CITY PROPERTY

The ownership, right of control and use of streets, highways, alleys, parks, public places and all other real property of the City of Killeen is hereby declared to be inalienable to said City, except by ordinances passed by vote of the majority of the governing body of the city, as hereinafter provided; and no public utility franchise ~~or easement~~ involving the right to use same, either along, across, over or under the same, shall ever be valid unless expressly granted and exercised in compliance with the terms hereof, and of the ordinances granting the same. No act or omission of the city, its governing body, officers or agents shall be construed to confer or extend by estoppel or indirection, any right, or franchise ~~or easement~~ not expressly granted by ordinance.

The City of Killeen shall have the power, subject to the terms and provisions hereof, by ordinance to confer upon any person or corporation the franchise or right to use the property of the City, as defined in the preceding paragraph, for the purpose of furnishing to the public any ~~general~~ public utility service.

ARTICLE XI – FRANCHISES AND PUBLIC UTILITIES

Section 120 – LIMITATIONS

No exclusive public utility franchise ~~or privilege~~ shall ever be granted and no public utility franchise shall be directly or indirectly extended beyond the term originally fixed by the ordinance granting the same, except as provided by the terms of the City Charter.



CHARTER AMENDMENT ELECTION

OR-18-002

February 6, 2018

Charter Amendment Requirements

2

- ❑ State law allows a home rule city to hold a charter amendment election no more often than every two years.
- ❑ Killeen's last charter amendment election was in 2013 and consisted of a complete review and substantial revision.

Proposed Amendments

3

- The City Manager has identified two changes that would enable him to better administer the City's finances:
 - ▣ Transfers of Appropriations
 - City Council authorized to make transfers from one fund to another;
 - City Manager authorized to make interdepartmental transfers within a fund;
 - Executive Director of Finance authorized to make intradepartmental transfers within a fund.

Proposed Amendments, con't.

4

- Lapse of Appropriations:
 - An appropriation approved as part of a CIP does not lapse at the end of a fiscal year, and shall continue until the purpose for which it was made has been accomplished or abandoned.

Recommendation

5

- ❑ City Staff recommends that the City Council order a Charter Amendment Election for May 5, 2018.
- ❑ Statutory deadline for ordering election is February 16, 2018.



City of Killeen

Legislation Details

File #:	PH-18-004	Version:	1	Name:	CDBG 2016-17 Amendment
Type:	Ordinance/Public Hearing	Status:		Status:	Public Hearings
File created:	1/22/2018	In control:		In control:	City Council Workshop
On agenda:	2/6/2018	Final action:		Final action:	
Title:	HOLD a public hearing and consider an ordinance adopting a substantial amendment to the 2016-17 Annual Action Plan describing use of funds and allocation of Community Development Block Grant (CDBG) program funds. (2nd of 2 Public Hearings)				
Sponsors:	Community Development Department				
Indexes:					
Code sections:					
Attachments:	Staff Report CDAC Minutes FY2016i Allocation Table Ordinance Presentation				

Date	Ver.	Action By	Action	Result
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STAFF REPORT

DATE: February 6, 2018

TO: Ronald L. Olson, City Manager

FROM: Leslie Hinkle, Executive Director of Community Development

SUBJECT: Public Hearing and consider an Ordinance amending the Community Development 2016-17 Annual Action Plan

BACKGROUND AND FINDINGS:

The Killeen City Council allocated \$209,248.00 to Girl Scouts of Central Texas for renovations to the Killeen Service Center (Lake Road) during the regular budget process in June 2016 under Ordinance #16-036. After an unsuccessful bidding attempt and uncertainty of contractor and construction material prices after Hurricane Harvey in Texas, the entity surrendered the FY2016-17 CDBG funds (17-11R) and City Council agreed to a mid-year allocation of those funds. In accordance with the adopted Citizen Participation Plan (April 2015; 15-045R) the City is required to amend the associated Annual Action Plan or Consolidated Plan whenever it adds or deletes a project during the program year or, substantially changes the purpose, scope, location, or beneficiaries of an activity.

The City Council agreed with staff recommendation for a mid-year allocation of the available funds in consideration of the federal CDBG timeliness test. November 19, 2017 a Notice of Funding Availability and Program Amendment was published in the Killeen Daily Herald announcing the availability of the CDBG funds and eligible activity types; the funds are known as "FY2016i"; applications for funding were made available to the public on November 20, 2017 through the City's website Community Development page. Technical workshops were conducted on November 22 and November 29, 2017 providing interested parties with information on eligible activities and completing and submitting the application. Three applications were received by the December 6, 2017, 3:00 p.m. deadline.

Three applications requesting the available funds were received with presentations to the CDAC on December 18, 2017. CDAC recommended funding to Killeen Community Services - Gilmore Center Restroom and Entry Renovations in the amount of \$209,248.00. The activity is consistent with the established goals and objectives in the 2015-19 Consolidated Strategic Plan to meet affordable housing and community development needs.

Two public hearings are required per the adopted Citizen Participation Plan. The public hearings were held on January 16 and February 13, 2018 with no comments received. Also, because this reallocation is a change in purpose, scope, location and beneficiaries, an amendment to the FY 16-17 Annual Action Plan is required.

THE ALTERNATIVES CONSIDERED:

Two alternatives were considered regarding the amendment: Make a mid-year amendment to the 2016-17 Annual Action Plan in accordance with the adopted Citizen Participation Plan regarding changing or deleting projects during the program year or substantially changing the purpose, scope, location, or beneficiaries of an activity to facilitate the expenditure of the CDBG funds to meet the federal timeliness test in late July; or, consider reprogramming of the funds in the annual process in June 2018 along with the coming 2018 HUD funds and risk not meeting the federal timeliness test and the potential reduction in the amount of the next grant (FY2018-19).

Which alternative is recommended? Why?

The first alternative is recommended. The mid-year allocation of the FY2016-17 CDBG funds enables a "shovel ready" public facility improvement to quickly spend the funding and meet the federal timeliness test requirements.

CONFORMITY TO CITY POLICY:

The action conforms to City policy through following adopted procedures and policies with regard to amending previously approved expenditure plans for the Community Development federal grant program.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The amount of expenditure in the current fiscal year is anticipated at \$209,248.00. Future funding will not be affected.

Is this a one-time or recurring expenditure?

One-time expenditure. This expenditure will occur during the FY 2017-18 fiscal year.

Is this expenditure budgeted?

The expenditure of FY2016-17CDBG funds is budgeted under the Special Revenue Funds budget.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes.

RECOMMENDATION:

Following the second public hearing February 13, 2018, Staff recommends approval of the proposed substantial amendment to the 2016-17 Community Development Annual Action Plan and approval of CDBG funding recommendation to the Killeen Community Services Department Gilmore Center Restroom and Entry Renovations public facility improvement project, with

revisions appropriate based on citizen comments received during the 30-day comment period ending February 13, 2018.

DEPARTMENTAL CLEARANCES:

Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

CDAC Minutes
FY2016i Allocation Table
Ordinance

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
December 18, 2017
Killeen Arts and Activities Center
Community Development Training Room #E105
802 N. 2nd Street, Building E, Killeen TX 76541
12:00 PM

1. PRESIDING: Ms. TaNeika Driver-Moultrie, Committee Vice-Chairman presided and called meeting to order at 12:02 PM.
2. PRESENT: Committee members present: Riakos Adams (12:36 PM), Richard Banta, Kim Barr, Kathy Bradley, John Driver, Nick Guajardo (12:12 PM), Andre Owens and Ashley Whitworth. Absent: Angelia Batie. City staff present: Leslie Hinkle, Cinda Hayward, Kathy Davis (replacing Traci Briggs), and Celeste Sierra. Record reflects quorum. Committee took a break at the end of Item 5D after the first presentation from 12:48 PM to 12:55 PM to wait for second presenter.
3. APPROVAL OF AGENDA: Mr. Barr moved, seconded by Mr. Banta to approve meeting agenda. Motion carried unanimously.
4. APPROVAL OF MINUTES: Mr. Barr moved, seconded by Mr. Driver to approve May 3, 2017 minutes as written. Motion carried unanimously.
5. AGENDA ITEMS
 - A. Consider election of Chairperson and Vice-Chairperson: Ms. Driver-Moultrie opened the floor for nominations for Committee Chair and Vice Chair. Mr. Barr nominated Ms. Driver-Moultrie for Committee Chair and after no other nominations were submitted, Ms. Driver-Moultrie closed nominations for Chair. Mr. Barr nominated Ms. Whitworth for Vice Chair and after no other nominations were submitted, Ms. Driver-Moultrie closed nominations for Vice Chair. Mr. Driver moved, seconded by Mr. Barr to accept nominations as submitted for Chair and Vice Chair respectively. Motion carried unanimously.
 - B. Receive briefing on Community Planning Meetings schedule: Ms. Hayward advised Community Development meetings were scheduled on February 8 and 21, 2018. Meetings typically start at 6:00 PM; no location for meetings has been identified yet. The public is invited to participate in briefing for CDBG and HOME grants funding and eligible activities and to identify community needs. Last year, two planning meetings were held with 21 persons attending first meeting and 49 attended the second meeting. Staff will provide meeting locations to Committee when identified.
 - C. Discuss and Consider FY2018 Annual Planning Calendar establishing key dates: Ms. Hayward advised Committee on dates for FY 2018 funding process listed on calendar for Committee review. She said Community Development staff will have one-on-one meetings with new applicants between Jan 17-31, 2018 to assist them with the process. Applications for funding will be released at the end of February or beginning of March with two application workshops being held in March. Applications will be due on March 30 and will be reviewed by staff and information will be prepared during April for CDAC review. Two date sessions are available for CDAC to meet, either in late April or the beginning of May. The first public hearing will be held on May 22, 2018, which will start the 30-day public comment period and end June 21, 2018. Second public hearing will be held on June 26 with the Annual Action Plan being due at HUD by August 15, 2018. After Committee discussed possible dates for reviewing applications and hearing presentations, Mr. Driver moved, seconded by Mr. Banta for the Committee to meet as needed on May 2,3, and 4. Motion carried unanimously.
 - D. Receive briefing on Conflict of Interest disclosure forms and form submittal. Ms. Hayward advised that federal grants require that Committee members not be in conflict with the application process and the allocation of federal funds. Ms. Hayward reviewed the form and advised Committee would need to answer questions A, B, and C of the form. Ms. Davis advised Committee to err on the side of caution,

if they believe they are in conflict it is best to disclose the potential conflict as they don't get in trouble for disclosing too much information. If Committee members need additional assistance or have questions, Legal staff is available.

E. Discuss and consider approval of applications submitted for FY2016i Public Facilities and Public Improvements proposed activities for recommendation to City Council:

FAMILIES IN CRISIS PARKING LOT: The committee heard from William Hall, Director of Families in Crisis, Inc. He is seeking funding to reconstruct the agency's parking lot on Rancier. Due to constant activity from all the programs that are administered by the agency, the parking lot has deteriorated and in need of replacement. The cracks in the asphalt allow for water to get underneath the asphalt to further deteriorate the parking lot. In response to questions asked by CDAC, Mr. Hall responded that no pictures are available for committee review, only the front section of the parking will be reconstructed and does not include the side strip that goes to the back of the facility, increased use of the parking lot is based on all the programs that are provided by the shelter, shelter has operated at full capacity during the past five years. Ms. Hinkle advised that the agency was allocated CDBG funds to reconstruct the parking lot back in 2002. Mr. Hall advised the agency had patched holes in 2008 but repairs only lasted for a short while. After no further questions, Committee thanked Mr. Hall for his presentation.

GILMORE SENIOR CENTER RESTROOM & ENTRY RENOVATIONS: After a break, the Committee then heard a presentation by Brett Williams, Executive Director of Community Services for improvements to the Bob Gilmore Senior Center, to include architecture design and construction costs for accessibility renovations to the center entry and the entry into the restroom area and restrooms. Mr. Williams advised the current entrance leads directly into the street and creates a safety issue with Center members exiting the facility. Entrance renovation will substantially increase overall accessibility to the Center by elderly residents. The restroom improvements will add increased functionality and comfort for physically disabled patrons. In response to questions about the project, Mr. Williams responded that the senior center will remain open during renovations with either some activities being moved to the adjacent community center building which is closed to the public during the morning time, seniors can also use the community center restrooms while renovations take place, both city operated senior centers assist a different population of seniors. Members at the BGSC tend to not drive, and live mainly in the northeast, northwest part of town and communities surrounding the center. If project is not funded, Mr. Williams will continue to request through the City's budget process and will begin with the entrance renovations, if CDBG funds are allocated, the project will meet the time frame for expenditures, currently, the entrance to the restrooms is not ADA accessible. Mr. Williams also answered that long term capital improvements include renovations to the kitchen, backside of the center and utilities upgrades. Center has not received CDBG funding in the last 15-20 years. After no further questions, Committee thanked Mr. Williams for his presentation.

STEWART NEIGHBORHOOD SIDEWALK – PHASE 4.2: Due to illness, project staff from the Street Dept. was unable to make their presentation for funding. Ms. Hayward received presentation from Street Dept. staff via e-mail to provide to Committee. Ms. Hayward provided slide presentation and showed what project areas the funding will provide for. Project area will provide pedestrian access to the park via sidewalks and addresses connectivity of surrounding area to the park and continued access to the elementary school. Current sidewalks are 3 ft. wide where reconstructed sidewalks will be 4 ft. wide providing for two persons to walk side by side or for a person pushing a baby carriage and a child walking beside it. Project addresses sidewalks with overgrown trees that have damaged the sidewalk and makes it unsafe to walk or travel on. The project compliments the City's Vision 2030 Goal #1 for quality community development and revitalization of neighborhoods. There are 4650 persons benefiting from the project with 3310 of those persons being low income. Process for project will be development bid and awarded in January and will be third quarter work and completed before end of 4th quarter. Street Dept. is highly qualified to undertake work but will be contracted out

because city staff may need to be pulled from project to work on other areas. Street staff has over 40 years combined experience. Street Dept. has undertaken the Stewart Neighborhood Improvements projects for the past three years. If Committee has any questions they may be addressed to Mr. John Koester, Street Director. After no further questions for Ms. Hayward, Committee thanked Ms. Hayward for the presentation.

Chairman Driver-Moultrie then advised there was funding available in the amount of \$209,248.00. After discussions of the projects, Mr. Riakos moved, seconded by Mr. Guajardo to fully fund the Gilmore Senior Center Restroom and Entry Renovations project in the amount of \$209,248.00. Motion carried unanimously.

Ms. Driver-Moultrie advised Committee to fill out and sign the project evaluation and assessment review and the conflict of interest forms and submit to City staff prior to leaving. She asked if there was any additional business to conduct before adjourning and Ms. Hayward advised there would be changes to the Citizen Participation Plan coming. Nothing further.

6. ADJOURNMENT: Mr. Driver moved, seconded by Mr. Adams to adjourn meeting. Motion passed unanimously and meeting adjourned at 1:25 PM.

Celestina Sierra, CD Specialist: _____

**CITY OF KILLEEN
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2016i PUBLIC FACILITIES/IMPROVEMENTS REQUESTS**

CDBG -PUBLIC FACILITIES/IMPROVEMENTS				
	AGENCY	PROJECT DESCRIPTION & PROPOSED UNITS	REQUESTED AMOUNT	CDAC RECOMND
1	Brett Williams, Executive Director CITY OF KILLEEN Community Services 2205 E. Veterans Memorial Blvd. Killeen, Texas 76542 254. 501.8838 bwilliams@killeentexas.gov	Gilmore senior Center Restroom and Entry Renovation- Renovation to the existing entrance and restroom faciities for accessibility purposes.	\$ 209,248.00	\$209,248.00
2	John Koester, Director of Street Services CITY OF KILLEEN Public Works- Street Operations 3201-A S. W.S. Young Drive Killeen, Texas 76543 254. 616.3154 jkoester@killeentexas.gov	Stewart Neighborhood Project - Phase 4.2- sidewalk replacements along designated streets in the Stewart Neighborhood - specifically Duncan, Nolan, 22nd and 24th Streets in the Stewart Neighborhood.	\$ 209,248.00	\$0.00
3	William K. Hall, Operations Director FAMILIES IN CRISIS, INC. P.O. Box 25 Killeen, Texas 76540-0025 254.634.1184 ficinc@earthlink.net	FIC Parking Lot - Funds will be used for costs associated with repair to the existing parking lot of the domestic violence shelter and also used by outreach clients, low-income housing clients, shelter clients, volunteers, donors, staff and visitors to the facility. Repairs include costs associated with demo and repair to the existing parking lot , 2 inch alsphalt overlay, striping and fire lane markings.	\$ 25,400.00	\$0.00
TOTAL PROGRAM FUNDING REQUESTS:			\$ 443,896.00	\$ 209,248.00

Total Available **\$209,248.00**

ORDINANCE _____

AN ORDINANCE ADOPTING A SUBSTANTIAL AMENDMENT OF THE 2016-17 ANNUAL ACTION PLAN DESCRIBING THE USE OF FUNDS AND ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FUNDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the 2016-17 Annual Action Plan has undergone a substantial amendment in accordance with established priorities and objectives of the overall goals of 2015-2019 Consolidated Strategic Plan; and

WHEREAS, two public hearings were conducted and held by the City Council to seek citizen participation in the reallocation of funds previously identified for a public facility improvement benefitting a particular beneficiary group using the 2016-2017 Community Development Block Grant (CDBG) funds; and

WHEREAS, the Community Development Advisory Committee (CDAC) has reported its recommendation on the use of and reallocation of the FY2016-2017 CDBG Program funds; and

WHEREAS, the City Council of the City of Killeen has invited and received citizen comment on the substantial amendment to the FY2016-2017 Community Development Department Annual Action Plan reallocation of \$209,248.00 from the Girl Scouts of Central Texas Killeen Service Center Renovations to the City of Killeen Bob Gilmore Senior Center Entry and Restroom Renovations as presented by the Community Development Advisory Committee recommendations; and

WHEREAS, after due consideration of the community's needs within the City as provided by the U.S. Department of Housing and Urban Development, the City Council of the City of Killeen has agreed on the reallocation of said funds;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

SECTION I. That the City Council of the City of Killeen held public hearings in accordance with HUD regulations to hear and accept citizen comments on the Substantial Amendment to the 2016-17 Annual Action Plan, for the required 30 day comment period beginning January 15, ending February 13, 2018, describing the proposed CDBG activity.

SECTION II. That the City Council of the City of Killeen hereby authorizes the City Manager to submit the Substantial Amendment to the FY2016-2017 Annual Action Plan for

\$209,248.00 in CDBG funds and approves CDBG Program expenditures in the following manner:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PUBLIC FACILITIES AND IMPROVEMENTS

City of Killeen Community Services: Bob Gilmore Senior Center

Entry and Restroom Renovation Project

\$ 209,248.00

Further, all funds remaining in any project account at the completion of the project shall be transferred forward to like accounts to be available for subsequent reprogramming to other eligible projects.

SECTION III. That if any section or part of any section or paragraph of this ordinance is declared invalid or unconstitutional for any reason, it shall not invalidate or impair the validity, force or effect of any other section or sections or part of a section or paragraph of this ordinance.

SECTION IV. That this ordinance shall be effective after its passage and approval to law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Killeen, Texas, this 13th day of February, 2018 at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A. Government Code § 551.001 *et seq.*

APPROVED

Jose L. Segarra, MAYOR

ATTEST:

Dianna Barker, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

Kathryn H. Davis, CITY ATTORNEY

DISTRIBUTION: Community Development Department, Finance Department



AMENDMENT TO FY 2016-17 ANNUAL ACTION PLAN

PH-18-004

February 6, 2018

Substantial Amendment /Public Hearing-CDBG Funds (2 of 2)

- ❑ The Community Development Citizen Participation Plan requires amendments to the FY 16-17 Annual Action Plan when additions, deletions, or substantial changes to purpose, scope, location or beneficiaries of an activity occurs.
- ❑ A substantial amendment requires 2 public hearings and a 30-day public comment period; began Jan. 15, 2018 – ending February 13, 2018. Notice advertised in Killeen Daily Herald.
- ❑ Dec. 18, 2017 Community Development Advisory Committee received presentations from three applicants.
- ❑ CDAC recommended \$209,248.00 to one public facility improvement; Killeen Community Services – Bob Gilmore Senior Center Restroom and Entry Renovations.



Restroom/Entry Renovations

Restroom and Entry at Bob Gilmore Senior Center non-compliant with Americans with Disabilities Act (ADA) requirements.

Summary & Recommendation

- ❑ \$209,248.00 was made available from Girl Scouts cancelled project. Available funds only for eligible public facility and public improvements;
- ❑ A substantial amendment, public comment/public hearings, and allocation of the available funds is required to meet HUD timeliness test for expenditure of CDBG funds
- ❑ CDAC recommended the Killeen Community Services Bob Gilmore Center Restroom and Entry Renovations Project
- ❑ City Council approve the ordinance amending the FY 16-17 Annual Action Plan and the CDBG funding allocation, considering any public comments received from the 30 day public comment period.