



City of Killeen

Agenda

City Council Workshop

Tuesday, June 12, 2018

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

SPECIAL MEETING IMMEDIATELY FOLLOWING REGULAR CITY COUNCIL MEETING

Items for Discussion at Workshop

1. [DS-18-045](#) Receive Street Maintenance Fee Briefing
Attachments: [Presentation](#)
2. [DS-18-046](#) Receive Aviation Parking Briefing
Attachments: [Presentation](#)
3. [DS-18-047](#) Discuss Protocol
Attachments: [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 June 8, 2018.

Lucy C. Aldrich, 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.



City of Killeen

Legislation Details

File #: DS-18-045 **Version:** 1 **Name:** Receive Street Maintenance Fee Briefing
Type: Discussion Items **Status:** Discussion Items
File created: 6/6/2018 **In control:** City Council Workshop
On agenda: 6/12/2018 **Final action:**
Title: Receive Street Maintenance Fee Briefing
Sponsors: City Manager Department
Indexes:
Code sections:
Attachments: [Presentation](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|



STREET MAINTENANCE FUNDING

DS-18-045

June 12, 2018

City of Killeen Street Operations

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- ❑ City of Killeen Inventory
 - ▣ 2,191 lane miles (12' wide x 1 mile long) of roadway
 - ▣ 98 signalized intersections
 - ▣ 65 school flashers
 - ▣ Various alleys, sidewalks, driveways, signs, and other appurtenances
- ❑ City of Killeen Street Operations
 - ▣ FY 18 Personnel - 56 FTEs
 - ▣ FY 18 Operating Budget - \$4,668,164

City of Killeen Street Operations

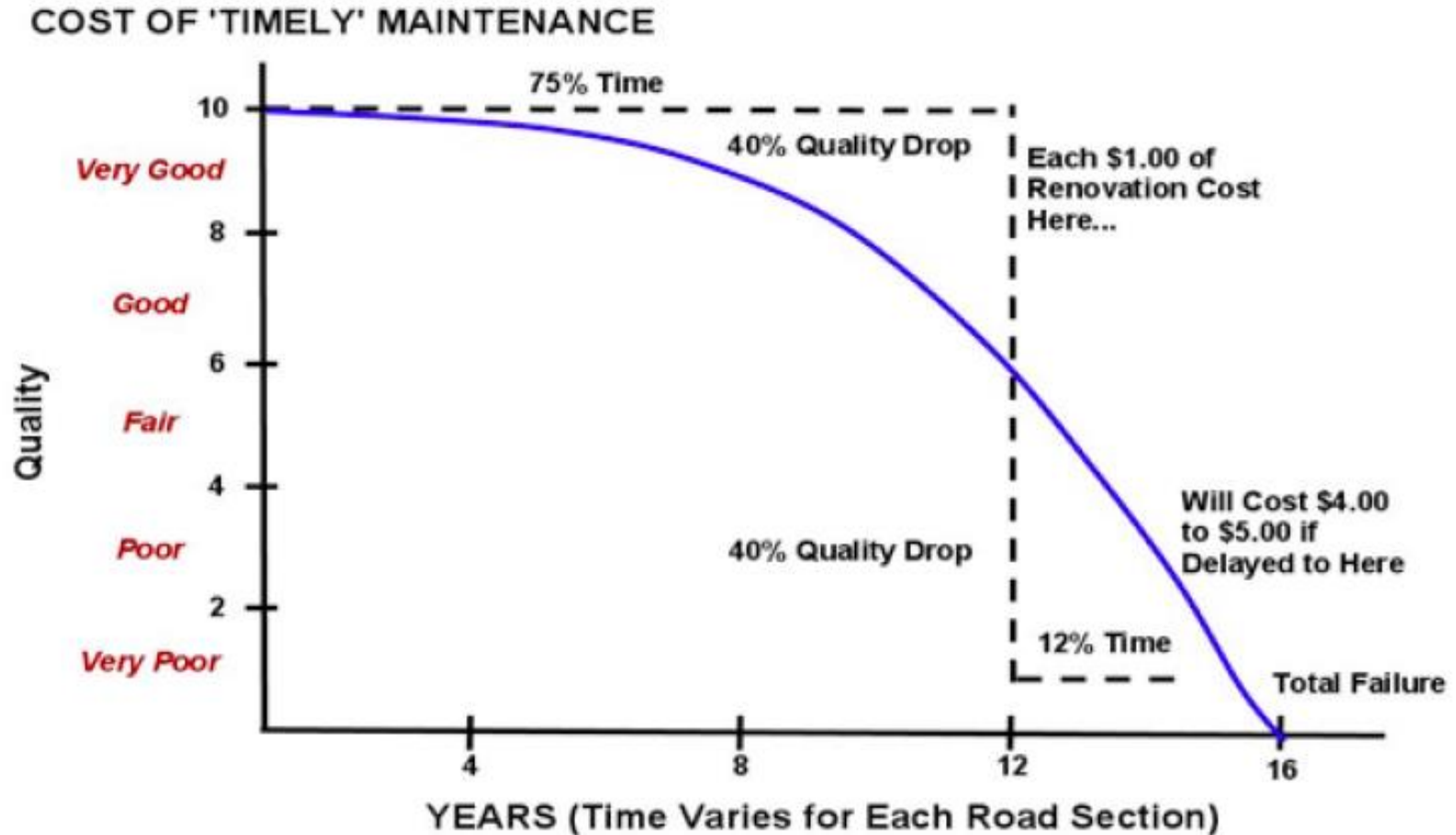
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By Expenditure Category

| Category | FY 2016 Actual | FY 2017 Budget | FY 2017 Estimated | FY 2018 Adopted Budget |
|--------------------------|---------------------|---------------------|----------------------|------------------------------|
| Personnel | \$ 2,438,341 | \$ 2,488,992 | \$ 2,488,992 | \$ 2,450,699 |
| Material Supplies | 173,062 | 251,860 | 251,860 | 161,504 |
| Maintenance & Repairs | 1,222,702 | 1,125,004 | 1,065,004 | 985,379 |
| Support Services | 866,763 | 128,391 | 128,391 | 878,666 |
| Minor Capital | 10,521 | 20,916 | 20,916 | 20,916 |
| Professional Services | - | - | - | 25,000 |
| Capital Outlay | 15,025 | 250,000 | 250,000 | 146,000 |
| Total | \$ 4,726,414 | \$ 4,265,163 | \$ 4,205,163 | \$ 4,668,164 |

Asphalt Pavement Deterioration

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Pavement Preservation

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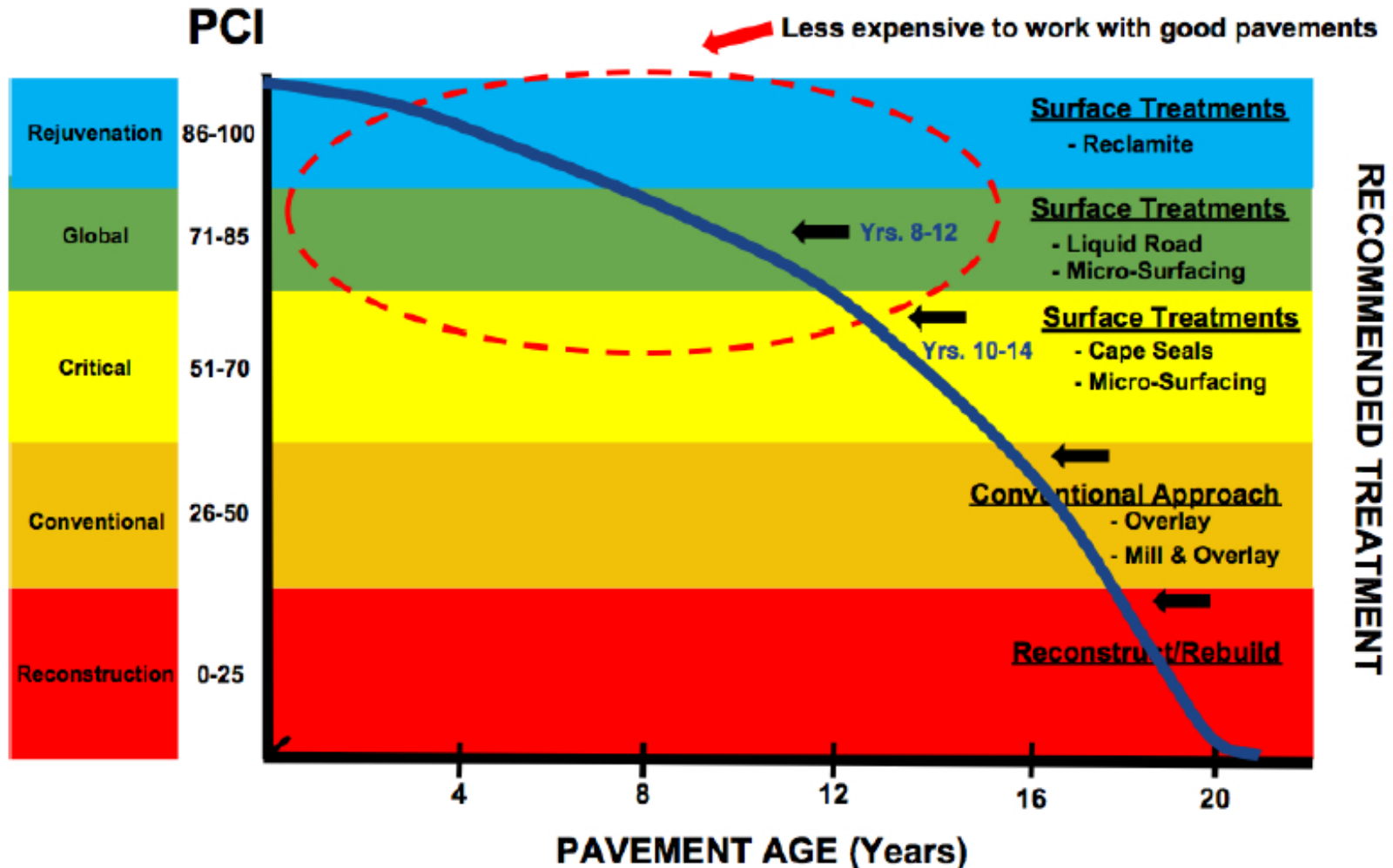


Figure 4-1 Pavement Preservation

PCI Condition Levels

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| PCI | Work Type | Description | Remaining Life | Rehabilitation Options |
|--------|---------------------------------|--------------|----------------|--|
| 86-100 | Rejuvenation | Good | 15-25 Years | Little or no maintenance required - reclamite, fog seal rejuvenation |
| 71-85 | Global Preventative Maintenance | Satisfactory | 12-20 Years | Routine maintenance - microsurfacing, slurry seal, crack sealing |
| 51-70 | Critical Condition | Fair | 10-15 Years | Cape seals, microsurfacing, thin overlays |
| 26-50 | Conventional Approach | Poor | 7-12 Years | Resurface, mill and resurface |
| 0-25 | Reconstruction | Very Poor | 5-10 Years | Reconstruction, rebuild, full depth reclamation |

Table 1-1 - Industry Standard for PCI Condition Levels

Defining Proper Maintenance

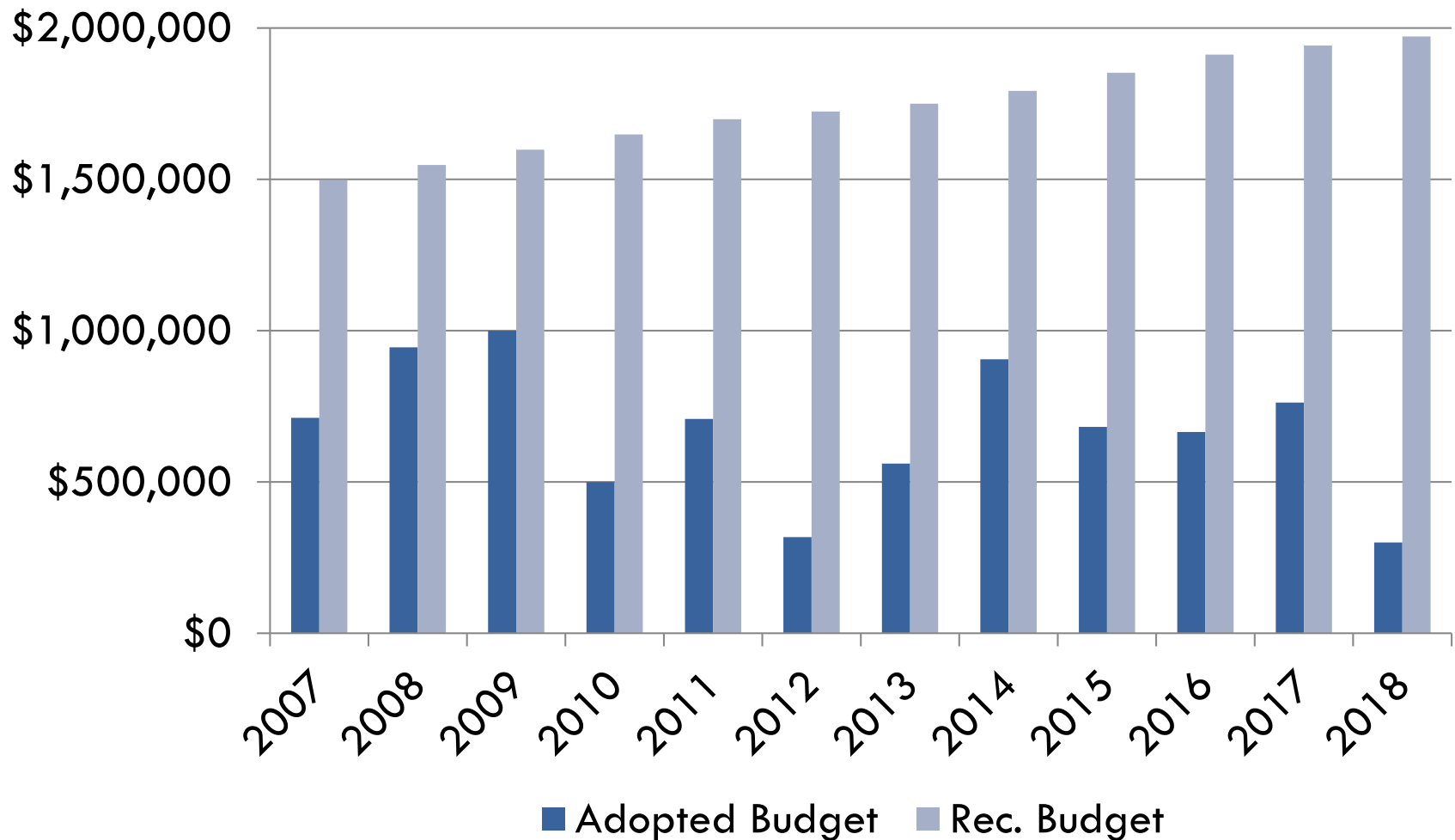
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- ❑ Maintenance dollars can be generally quantified by the total cost per lane mile (12' wide x 1 mile long).
- ❑ In 2013 Transmap performed a study to establish the necessary funding.

| Fiscal Year | Lane Miles | Recommended Funding | Recommended Funding per Lane Mile | Budgeted Funding | Budgeted Funding per Lane Mile |
|-------------|------------|---------------------|-----------------------------------|------------------|--------------------------------|
| 2013 | 1,925 | \$1,750,000 | \$909.09 | \$560,476 | \$291.16 |
| 2014 | 1,992 | \$1,792,350 | \$900.00 | \$905,463 | \$454.66 |
| 2015 | 2,058 | \$1,852,200 | \$900.00 | \$682,036 | \$331.41 |
| 2016 | 2,125 | \$1,912,050 | \$900.00 | \$665,182 | \$313.10 |
| 2017 | 2,158 | \$1,942,200 | \$900.00 | \$676,884 | \$313.66 |
| 2018 | 2,191 | \$1,971,900 | \$900.00 | \$457,311 | \$208.87 |

Historical Street Maintenance Funding

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Strategic Concerns

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- Current funding for streets comes from the General Fund.
 - ▣ General Fund dollars have too much competition.
 - ▣ The level of funding is inadequate.
- The City must consider alternative funding sources for street maintenance.
 - ▣ Street Maintenance Fee – A dedicated maintenance fee to provide the necessary funding to properly maintain the street system.
 - Separate enterprise fund to insure integrity and transparency of use.

Street Maintenance Fee

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The Street Maintenance Fee is a primary source of revenue to fund the Street System Maintenance Program.

The fee is based upon the use of the streets system by a resident or commercial establishment, billed monthly, and is calculated using four components:

1. **System Cost** - Amount necessary to maintain the streets system;
2. **Land Use Designation** - How the property is used;
3. **Number of Units** - Dwelling units for residential or square footage for non-residential; and
4. **Use Factor** - How many vehicle trips per unit are created by the use of the property.

System Cost

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- The system cost for the Streets System, like the operating budget, has three components:
 - ▣ Personnel
 - ▣ Operations & Maintenance
 - ▣ Capital (fleet, tools, etc.)
- Items such as growth, inflation, cost of living, etc. will contribute directly to the total system cost.

Land Use Designation

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- This is the description of how the property is being used. Some examples of Land Use Designation are:
 - ▣ Medical Office;
 - ▣ Single-Family Residential;
 - ▣ Supermarket;
 - ▣ Multi-Family Residential
- City staff has expanded the total number of land uses since the last presentation to City Council.

Number of Units

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- The number of units is used to quantify the size of the land use.
 - A single family residential home is 1 dwelling unit; therefore, the number of units would be 1.
 - An apartment complex with 20 apartments would be 20 dwelling units; therefore the number of units would be 20.
 - A 20,000 square foot supermarket would have 1 unit per 1,000 square feet of building area; therefore, the number of units would be 20.

Use Factor

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- The use factor is a number that is derived from studies performed by the Institute of Transportation Engineers. These studies tie the amount of traffic generated to various land uses.
- The use factor indicates the vehicle trips/miles generated per unit.

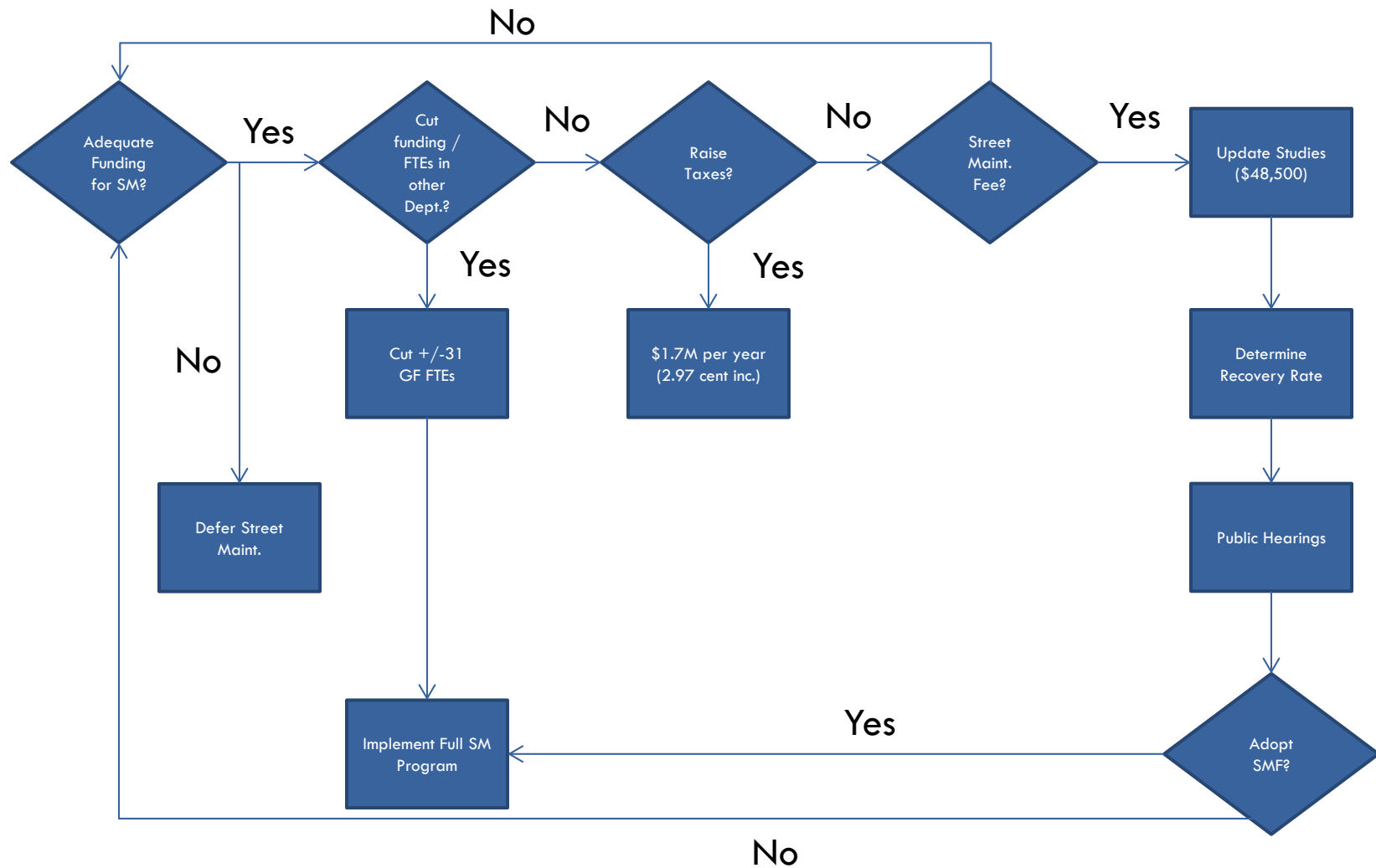
Rate Formula

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- The rate for any given property can be summarized using the following formula:
 - ▣ $\text{System Cost} \times \text{Number of Units} \times \text{Use Factor}$

Decision Tree

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City of Killeen

Legislation Details

File #: DS-18-046 **Version:** 1 **Name:** Receive Aviation Parking Briefing
Type: Discussion Items **Status:** Discussion Items
File created: 6/6/2018 **In control:** City Council Workshop
On agenda: 6/12/2018 **Final action:**
Title: Receive Aviation Parking Briefing
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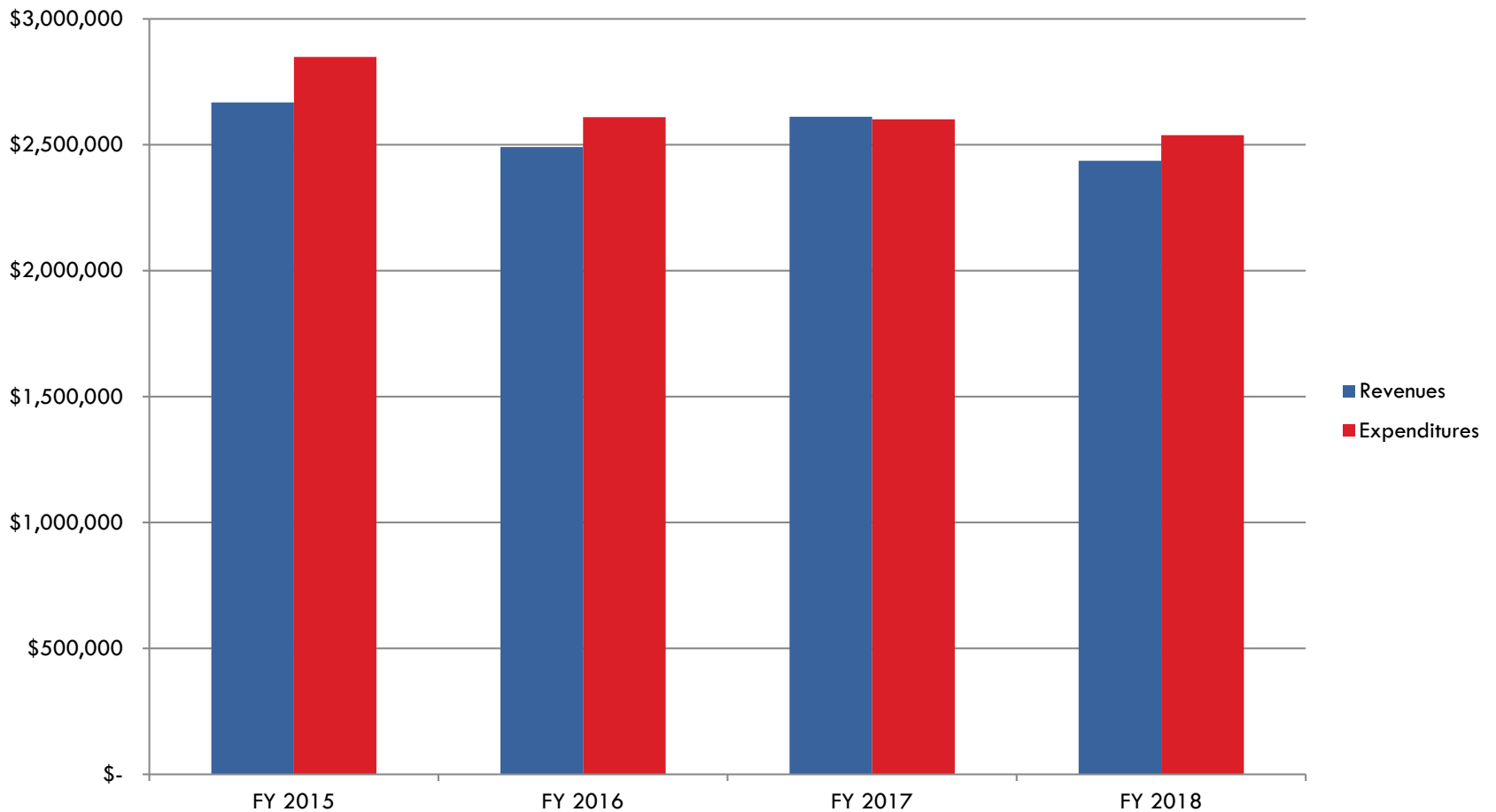
EXEMPT PARKING IMPACT ON AVIATION FUND

DS-18-046

June 12, 2018

KFHRA Revenues vs. Expenditures

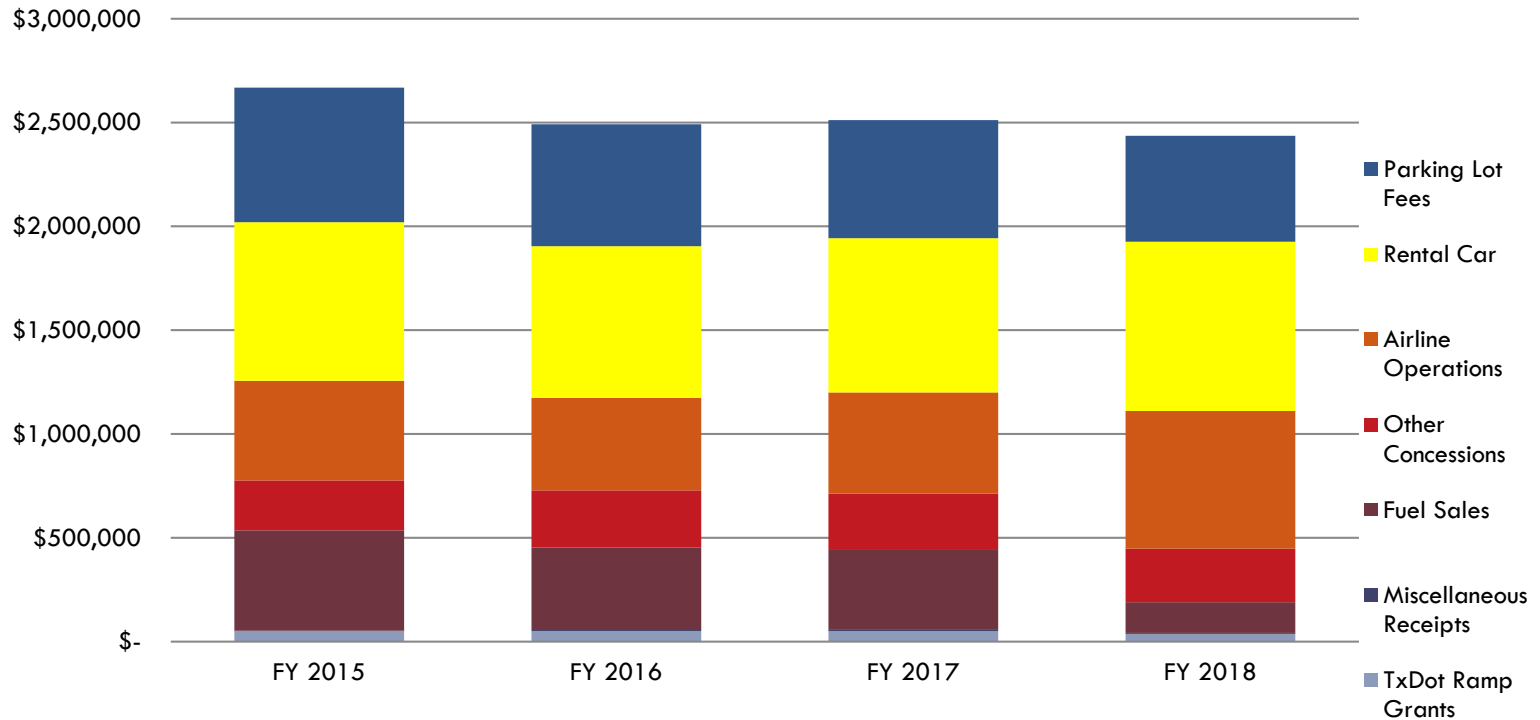
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KFHRA Revenue Categories

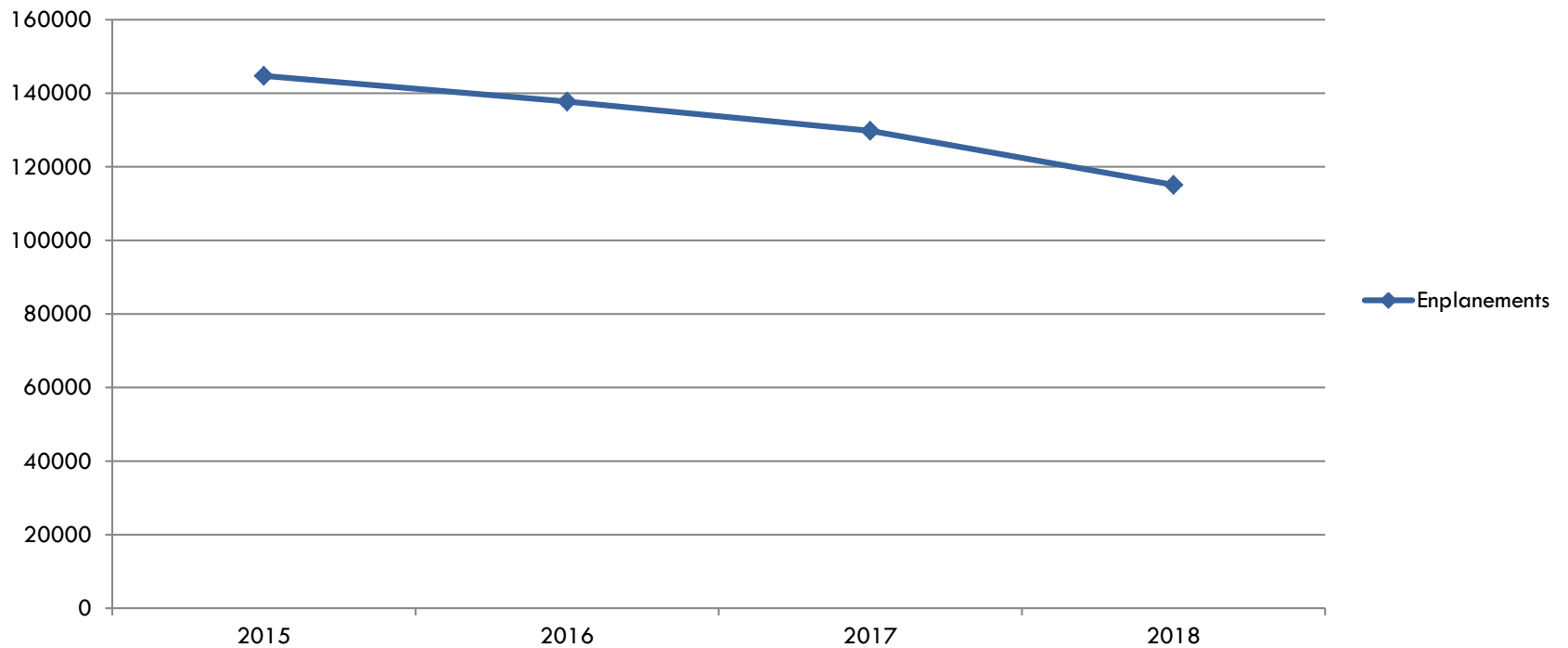
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KFHRA Revenue Categories



KFHRA Enplanements

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Issues

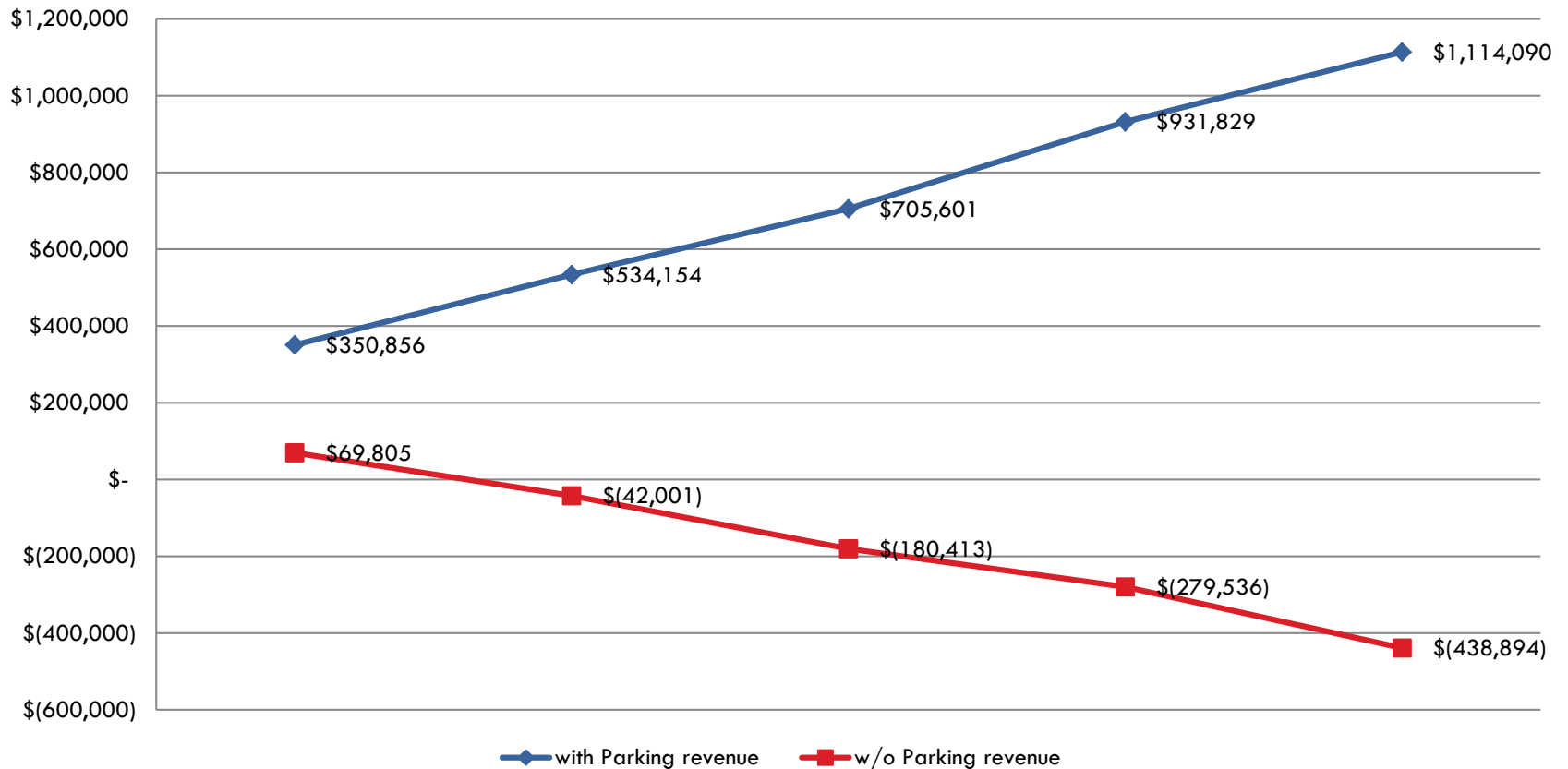
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- ❑ Aviation fund is approaching the need for General Fund subsidy
- ❑ Exempt parking adversely affects the Airport's ability to generate positive revenue (at this time)
- ❑ Exempt parking revenue loss is 11% of Airport revenue
- ❑ Hinders the Airport's ability for development

Aviation Fund Balance Trend

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Fund Balance With and Without Parking Revenue



Background

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- ❑ Texas Transportation Code Section 681.008
 - ▣ 1995 Act Defined Disabled Parking Requirements
 - ▣ Exempt from the payment of a parking fee collected through a parking meter charged by a governmental authority
 - ▣ A governmental unit may provide by ordinance...also applies to payment of a fee...imposed by the governmental unit for parking in a parking garage or lot or in a space with a limitation on the length of time for parking
- ❑ Where can exemptions be valid?
 - ▣ Parking meters, public parking lots, public parking facilities
 - ▣ Airports
 - ▣ Designated space/area for persons with physical disabilities

Background

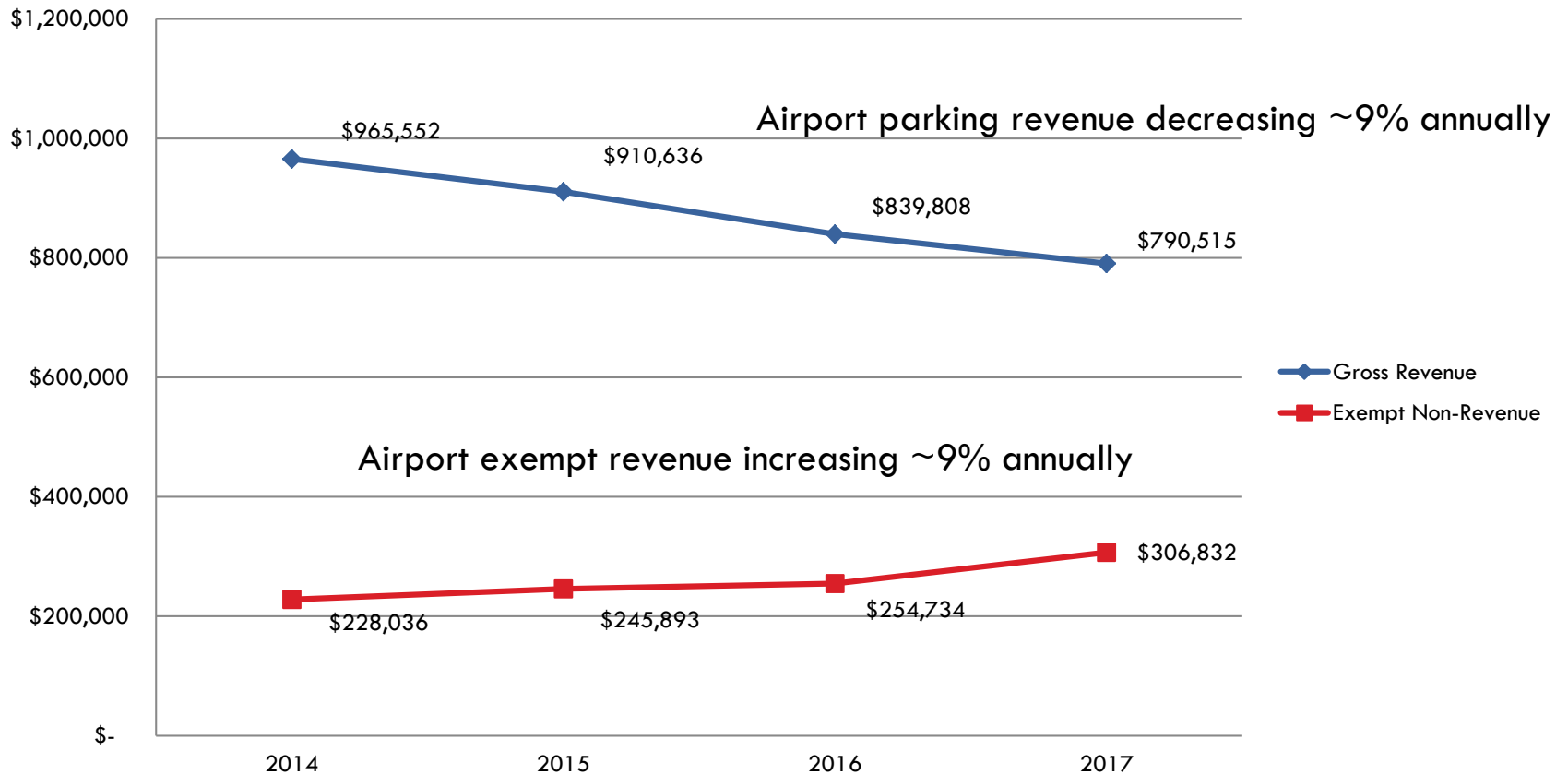
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- Initial law had two (2) exemptions; expanded to five (5) in 1999
- Current law has twenty-three (23) exemptions
- Killeen informally honored exemptions beginning 1995
- In 2000, City Attorney opinion that it was mandatory to honor all exemptions
- Formally adopted ordinance for exemptions in 2015
- 41.3% of parking revenue / 11.7% of total airport revenue

Airport Parking Revenue Trends

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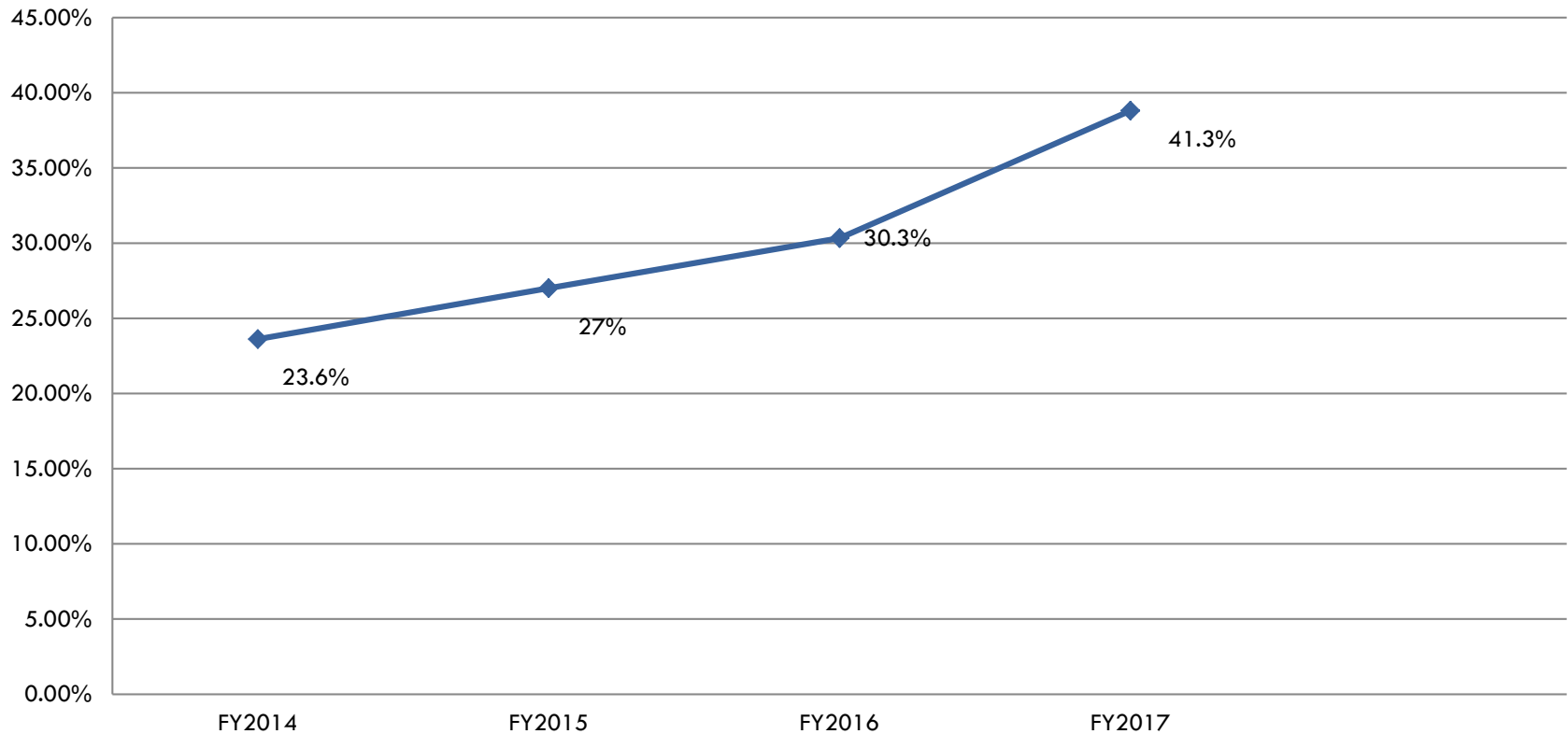
Gross Revenue vs. Exempt Non-Revenue



Exempt Parking Trend

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**Non-Revenue - Exempt Customer Trend
As Percentage of Gross Parking Revenue**



Comparative Airports

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| <u>Airport</u> | <u>Military Base</u> | <u>Revenue</u> | <u>Exempt Loss</u> | <u>Percent</u> |
|--------------------------|----------------------|------------------|--------------------|----------------|
| Abilene | Dyess AFB | \$644,680 | \$28,883 | 4.5% |
| Austin | None | \$22,050,593 | \$1,200,000 | 5.4% |
| El Paso | Fort Bliss | \$6,590,485 | \$457,791 | 6.9% |
| Killeen-Fort Hood | Fort Hood | \$790,515 | \$306,832 | 41.3% |
| San Antonio | Numerous | \$18,918,811 | \$2,687,855 | 14.2% |

Alternatives

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- Do Nothing – Continue with Exemptions
 - ▣ Aviation will need General Fund subsidy to operate
 - Estimate 2021
- Raise Parking Fees Paid by Non-Exempt Customers
 - ▣ Initially \$4.00; increasing approximately 0.50\$ per year
 - ▣ Short-term \$14.00/day; long-term \$12.00 / day
- Accept Exemptions; Provide exempt qualifiers with a 50% discount

Alternatives

13

- Accept Exemptions, but Limit the Time in Parking Areas
 - ▣ For example, exempt from fees for two (2) days; thereafter charged the nominal rate

- Eliminate the Fee
 - ▣ Aviation will not need GF subsidy and Fund Balance will increase



City of Killeen

Legislation Details

File #: DS-18-047 **Version:** 1 **Name:** Discuss Protocol
Type: Discussion Items **Status:** Discussion Items
File created: 6/6/2018 **In control:** City Council Workshop
On agenda: 6/12/2018 **Final action:**
Title: Discuss Protocol
Sponsors: City Manager Department
Indexes:
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DISCUSSION: DRAFT GOVERNING STANDARDS AND EXPECTATIONS

DS-18-047

June 12, 2018

Governing Standards & Expectations

2

- A single-source reference containing the City Council's rules, protocols, procedures, policies and expectations
- Establishes City Council expectations for itself, committee members, staff and public

Committee Review

3

- Ad Hoc Committee (Mr. Rivera, Mr. Harris, Mr. Johnson) reviewed on Dec. 19 & Jan. 22.
- Committee comments are noted in draft

Governing Standards & Expectations

4

□ Seven divisions:

- ▣ 1: Meetings
- ▣ 2: Policies & Operating Procedures
- ▣ 3: Council and Citizen Committees
- ▣ 4: Council Directives & Executive Limitations
- ▣ 5: Communications
- ▣ 6: Ethics
- ▣ 7: Enforcement & Administration

Division 1: Meetings

5

- ❑ 1-10. Authority
- ❑ 1-20. City Council Agenda
- ❑ 1-30. Types of Meetings
- ❑ 1-40. Quorum
- ❑ 1-50. Order of Business
- ❑ 1-60. Consideration of Ordinances, Resolutions and Motions

Division 1: Meetings, con't.

6

- ❑ 1-70. General Procedures
- ❑ 1-80. Decorum
- ❑ 1-90. Staff Relations
- ❑ 1-100. Statements by Public Officials Regarding
Litigation
- ❑ 1-110. Disbursement of Council Requested
Information

Division 2: City Council Policies and Operating Procedures

7

- ❑ 2-10. State & Federal Legislation and Rule-Making Proceedings
- ❑ 2-20. City Council Travel and Business Expenses
- ❑ 2-30. Council Requests for Information or Services from Staff
- ❑ 2-40. Process for Filling Unexpired Council Term
- ❑ 2-50. Election Day Political Sign Moratorium
- ❑ 2-60. Use of City Facilities, Staff or Resources by Mayor or City Councilmembers for Mayor or City Councilmember-Sponsored Meetings

Division 2: City Council Policies and Operating Procedures, con't.

8

- ❑ 2-70. City Sponsorship of Non-Profit Events, and Finding Public Purpose for Such Sponsorship
- ❑ 2-80. Assistance to Community Organizations for Special Events
- ❑ 2-90. Policy of Waiving Liens for Demolition of Dangerous Buildings or Health and Safety Liens
 - ▣ Recommend this policy be removed since it is included in Finance Policies

Division 3: City Council Committees and Citizen Boards, Commissions and Committees

9

- 3-10. City Council Committees
- 3-20. Citizen Boards, Commissions and Committees
- 3-30. Communications on Behalf of the City by Citizen Members of Boards, Commissions and Committees

Division 4: Council Directives and Executive Limitations

10

- ❑ 4-10. Public Use of City Hall and Other City Facilities
- ❑ 4-20. Policy for Support of Community Events
- ❑ 4-30. Compensation of City Employees
- ❑ 4-40. Restrictions on the Representation of Third-Parties by Former City Employees
- ❑ 4-50. Motions of Direction to City Manager

Division 4: Council Directives and Executive Limitations, con't.

11

- ❑ 4-60. Directive to Use Official City of Killeen E-mail addresses
- ❑ 4-70. Delegation of Authority to Determine Purchasing Method
- ❑ 4-80. Directive to Adopt Finance Policies and Review Annually
- ❑ 4-90. Issuance of Correction Deeds and Deeds Without Warranty

Division 4: Council Directives and Executive Limitations, con't.

12

- ❑ 4-100. Directive to Adopt Media Policy
- ❑ 4-110. Delegation of Signature Authority
- ❑ 4-120. Directive to Develop Economic Development Policy
- ❑ 4-130. Directive to Develop Street Maintenance Policy

Division 4: Council Directives and Executive Limitations, con't.

13

- ❑ 4-210. Global Executive Constraint
- ❑ 4-220. Treatment of Customers of City Services
- ❑ 4-230. Treatment of Staff
- ❑ 4-240. Financial Planning/Budgeting
- ❑ 4-250. Financial Condition and Activities

Division 4: Council Directives and Executive Limitations, con't.

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- ❑ 4-260. Asset Protection
- ❑ 4-270. Emergency City Manager Succession
- ❑ 4-280. Compensation and Benefits
- ❑ 4-290. Communication and Support to the City Council

Division 5: Communications

15

- 5-10. Purpose
- 5-20. General Provisions
- 5-30. Media
- 5-40. Social Media
- 5-50. Email
- 5-60. Other

Division 6: Ethics

16

- ❑ 6-10. Council and Appointed Board Members
- ❑ 6-20. Acceptance of Gratuities
- ❑ 6-30. Use of City Facilities, Personnel, Equipment, etc.
- ❑ 6-40. Conduct in Commercial Transactions
- ❑ 6-50. Representing Interests Contrary to Those of the City
- ❑ 6-60. Conflicting Interests in Legal Proceedings
- ❑ 6-70. Disclosure of Personal Financial Interest and Abstention from Voting
- ❑ 6-80. Communications with Applicants or Petitioners

Division 7: Enforcement & Administration

17

- 7-10. Policy Enforcement
- 7-20. Annual Review and Re-adoption of These Governing Standards and Expectations
- 7-30. City Manager and City Attorney Roles Regarding Protocol