

**City of Killeen**  
Regular City Council Meeting  
Killeen Utilities Collections Conference Room  
January 15, 2019 at 5:00 p.m.

Presiding: Mayor Jose Segarra

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

Also attending were City Manager Ron Olson, City Attorney Kathryn Davis, City Secretary Lucy Aldrich, and Sergeant-at-Arms Cole.

Mr. Jones gave the invocation, and Councilmember Fleming 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.*

**Minutes**

*Motion was made by Councilmember Nash-King to approve the minutes of the December 18, 2018 Regular City Council Meeting. Motion was seconded by Councilmember Menking. Motion carried unanimously.*

**Resolutions**

**RS-19-001** Consider a memorandum/resolution authorizing the procurement of fleet replacement vehicles and equipment.

**Staff Comments:** Jon Locke, Executive Director of Finance.

Mr. Locke gave a brief historical background of fleet procurement. At this time, the Fleet department is seeking authorization to purchase 12 pieces of fleet for the Public Works department at a cost of approximately \$3 million. Funds in the amount of \$1.2 million are available from the FY2018 fleet replacement fund (a budget amendment will be presented later in this evening's meeting to address the moving of funds forward to FY2019) and funds in the amount of \$1.8 million are budgeted in the FY2019 fleet replacement fund. The vehicle and equipment purchases are in compliance with the Local Government Code and the City's Purchasing Policy. City staff recommends that City Council approve the procurement of the fleet as stated above 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 Fleming to approve RS-19-001. Motion was seconded by Mayor Pro Tem Kilpatrick. Motion carried unanimously.*

**RS-19-002** Consider a memorandum/resolution approving an airport concession agreement for Killeen Fort Hood Regional Airport.

**Staff Comments:** Matthew Van Valkenburgh, Executive Director of Aviation.

Mr. Van Valkenburgh reviewed the history of concession vendors at the airport since opening in 2004. With the departure of Subway in 2016 and Green Beans Coffee in 2017, aviation staff issued an RFP for food, beverage, and alcohol (bar) services late 2017. There were no responses to the RFP. Using outreach sources (such as local businesses, chambers, and Army/Air Force Exchange), a potential vendor was found to run all venues. Staff has negotiated an agreement with CCL Ventures, LLC to provide services that would consist of Blimpie sandwiches, Kahala Coffee and bar service. The agreement is for a five year term with an option for on negotiated extension. It was further acknowledged that the Kahala franchise would require CCL Ventures to complete and have approved by the City a lease addendum for their operations. Aviation staff and the city legal department have reviewed the agreement and addendum for compliance. City staff recommends that City Council approve the concession agreement and lease addendum with CCL Ventures, LLC and authorize the City Manager or designee to execute same as well as any and all amendments as allowed per federal, state, or local law.

*Motion was made by Councilmember Rivera to approve RS-19-002. Motion was seconded by Councilmember Johnson. Motion carried unanimously.*

**RS-19-003** Consider a memorandum/resolution approving Addendum No. 1 to the David Gosnell dba Diamond Star Aviation hangar lease at Skylark Field.

**Staff Comments:** Matthew Van Valkenburgh, Executive Director of Aviation.

Diamond Star Aviation has been leasing the commercial hangar on Skylark Field since 2017. The initial lease was for a 3 year term with two, one year options. The company has made capital improvements to the hangar by remodeling the existing office, upgrading the air conditioning and hot water heater, and installing LED hangar lighting and a CCTV security system. This addendum will extend the lease with Diamond Star Aviation for an additional seven years. Future capital improvements to the hangar that are planned to be completed by Diamond Star Aviation include additional office space, epoxy flooring, and insulate interior hangar walls. Total annual revenue to the Skylark Airport Enterprise Fund represented by these lease agreements is approximately \$7,800 annually through 2020, \$8,400 annually through 2024, and \$10,800 annually for the remainder of the agreement term. City staff recommends that City Council approve the agreement with David Gosnell dba Diamond Star Aviation and authorize the City Manager or designee to execute same as well as any and all amendments as allowed per federal, state, or local law.

*Motion was made by Councilmember Menking to approve RS-19-003. Motion was seconded by Councilmember Nash-King. Motion carried unanimously.*

**RS-19-004** Consider a memorandum/resolution approving a professional services agreement with Garver, LLC, for design of the rehabilitation of Taxiway B and all associated improvements on Robert Gray Army Airfield.

**Staff Comments:** Matthew Van Valkenburgh, Executive Director of Aviation.

Following the approval of Agenda Item PH-18-041A (inter-fund loan agreement between the General Fund and Aviation) by City Council during the December 18, 2018 regular meeting, staff has negotiated a design services contract with Garver, LLC to perform work associated with the rehabilitation of Taxiway B in the amount of \$701,400. City staff recommends that City Council approve the professional services agreement with Garver, LLC and authorize the City Manager or designee to execute same as well as any and all change orders or supplemental agreements within the amounts set by state and local law.

*Motion was made by Councilmember Fleming to approve RS-19-004. Motion was seconded by Councilmember Nash-King. Motion carried 6 to 1 with Councilmember Johnson in opposition.*

- RS-19-005** Consider a memorandum/resolution to upgrade the Laserfiche electronic content management software.  
**Staff Comments:** Colen Wilson, Interim Director of Information Technology Services. Mr. Wilson gave a brief overview of Laserfiche and how city staff uses the services provided by the system recognizing that the current version used by city staff is outdated and needs to be upgraded. He further reviewed the services that the proposed upgrade to the system would be and how they would benefit the city. The upgrade would be a one-time cost of \$98,213.52 with maintenance and support costs beginning in 2020 in the amount of \$40,738 annually. Funds are available in the Capital Improvement Projects fund. City staff recommends the City Council authorize the City Manager or designee to execute a software agreement with MCCi for the upgrade of the Laserfiche ECM in the amount of \$98,213.52, and the City Manager, or designee, is authorized to execute any and all change orders within the amounts set by state law and city policy.

*Motion was made by Mayor Pro Tem Kilpatrick to approve RS-19-005. Motion was seconded by Councilmember Fleming. Motion carried unanimously.*

- RS-19-006** Consider a memorandum/resolution approving the appointment of an Assistant City Manager.  
**Staff Comments:** Eva Bark, Executive Director of Human Resources. Following Mr. Dennis Baldwin's announcement to retire effective January 31, 2019; staff began the process to recruit a new assistance city manager using recruitment services provided by Strategic Government Resources (SGR). The position was posted for a month beginning October 5, 2018 with 115 applications being submitted. Work then began with SGR, the Executive Director of Human Resources and the City Manager to narrow the applicants down, which resulted in conducting 11 video interviews. Following the video interviews, 5 applicants were selected to have in-person interviews via a panel made up of executive city directors. Resulting from the interview process, Mr. David Ellison was selected to hold the position of assistant city manager. City staff recommends that City Council confirm the City Manager's appointment of David Ellison as the City of Killeen's Assistant City Manager beginning February 4, 2019.

*Motion was made by Councilmember Nash-King to approve RS-19-006. Motion was seconded by Councilmember Rivera. Motion carried unanimously.*

- RS-19-007** Consider a memorandum/resolution approving the adoption of an Economic Development Policy.  
**Staff Comments:** Ray Shanaa, Executive Director of Planning and Development Services. The proposed policy was introduced to the City Council on November 13, 2018 and was followed by subsequent presentations seeking City Council input on December 4, 2018 and on January 8, 2019. This Policy delegates primary responsibility for economic development to the Killeen Economic Development Corporation (KEDC) with the intent of stimulating economic activity through attracting investments and creating competitive wage jobs, thereby broadening the tax base and improving the quality of life. City staff recommends that City Council adopt the proposed policy.

*Motion was made by Councilmember Johnson to approve RS-19-007. Motion was seconded by Mayor Pro Tem Kilpatrick. Motion carried unanimously.*

**RS-19-008** Consider a memorandum/resolution amending the City of Killeen Governing Standards and Expectations directing the City Manager to develop an invocation procedure.  
**Staff Comments:** Kathy Davis, City Attorney.  
On January 8, 2019, City Council passed a Motion of Direction for the City Manager to bring back an amendment to the Governing Standards which directs the City Manager to develop a constitutional prayer procedure. The proposed amendment contains that directive and is attached to this agenda item. City staff recommends that City Council adopt the proposed amendment to its Governing Standards and Expectations.

*Motion was made by Mayor Pro Tem Kilpatrick to approve RS-19-008. Motion was seconded by Councilmember Johnson. Motion carried unanimously.*

### **Public Hearings**

**PH-19-001** **HOLD** a public hearing and consider an ordinance amending the FY 2019 Annual Budget and Plan of Municipal Services of the City of Killeen to authorize the carry forward of FY 2018 expenditure budgets to the FY 2019 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 2019 ANNUAL BUDGET AND PLAN OF MUNICIPAL SERVICES OF THE CITY OF KILLEEN TO AUTHORIZE THE CARRY FORWARD OF FY 2018 EXPENDITURE BUDGETS TO THE FY 2019 BUDGET; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING A SAVING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

**Staff comments:** Jon Locke, Executive Director of Finance.

Mr. Locke gave an overview of the proposed budget amendment that would carry forward the unspent budget for projects, services, and purchases that were approved by City Council and started in FY 2018 and not completed by the end of the fiscal year into FY 2019. The one exception is the Fire Central Station dormitory renovation which the Fire Department has saved \$300,000 in FY 2018 for the project. City staff recommends that City Council approve the ordinance amending the Annual Budget and Plan of Municipal Services for FY 2019.

Mayor Segarra opened the public hearing.

Holli Teel, 1704 Hooten Street, spoke in favor of the ordinance.

With no one else appearing, the public hearing was closed.

*Motion was made by Councilmember Menking to approve PH-19-001. Motion was seconded by Councilmember Rivera. Motion carried unanimously.*

**Adjournment**

With no further business, upon motion being made by Councilmember Rivera, seconded by Councilmember Nash-King, and unanimously approved, the meeting was adjourned at 5:42 p.m.

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Jose Segarra, Mayor

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Lucy C. Aldrich, City Secretary