

CITY COUNCIL MEETING
June 23, 2005, 8:30 a.m.

CITY COUNCIL OF THE CITY OF ABILENE, TEXAS
COUNCIL CHAMBERS, CITY HALL

The City Council of the City of Abilene, Texas, met in Regular Session on June 23, 2005, at 8:30 a.m. in the Council Chambers at 555 Walnut Street. Mayor Archibald was present and presiding with Councilmen Sam Chase (arrived at 8:45 a.m.), Anthony Williams, John Hill, Stormy Higgins, Kris Southward, and Councilwoman Laura Moore. Also present were City Manager Larry Gilley, City Attorney Sharon Hicks, City Secretary Jo Moore, and various members of the City staff.

Councilman Higgins gave the invocation.

Mayor Archibald introduced Jessayme Curtis a 6th grade student from Franklin Middle School who led the Pledge of Allegiance. Jessayme's mother was also present.

Mayor Archibald stated that he has just returned from Rapid City, S.D. after attending a Base Realignment and Closure (BRAC) regional hearing and that on July 11th in San Antonio, Texas Abilene officials will have the opportunity to present to the BRAC commission our support for Dyess Air Force Base. The Mayor noted how citizens could register to travel as a delegation to the hearing and encouraged attendance at the hearing.

DISPOSITION OF MINUTES

2.0 There being no corrections, additions, or deletions to the June 9, 2005 Regular Council Meeting Minutes Councilman Hill made a motion to approve the minutes as printed. Councilman Southward seconded the motion, and the motion carried.

AYES: Councilmen Williams, Hill, Higgins, Southward, Councilwoman Moore, and Mayor Archibald.

NAYS: None

ABSENT: Councilman Chase

CONSENT AGENDA

Mayor Archibald noted item 3.2 "Oral Resolution approving a Street Use License request from the United States Postal Service for the installation of bollards and card readers adjacent to the property at 341 Pine Street" has been removed from today's agenda.

3.0 Councilman Southward made a motion to approve consent agenda items 3.1, 3.3 and 3.4, first reading of items 3.5 through 3.11, and items 3.12 through 3.14, as recommended by staff. Councilwoman Moore seconded the motion, and the motion carried.

AYES: Councilmen Williams, Hill, Higgins, Southward, Councilwoman Moore, and Mayor Archibald.

NAYS: None

ABSENT: Councilman Chase

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Resolutions:

- 3.1 Oral Resolution approving an amendment to the Airport Development Board Purpose, Rules, Regulations and Procedures.
- 3.2 *Removed from the agenda:* Oral Resolution approving a Street Use License request from the United States Postal Service for the installation of bollards and card readers adjacent to the property at 341 Pine Street.
- 3.3 Oral Resolution approving a request from Tom Dupree of the Abilene Dragstrip, 5601 W. Stamford, for a fireworks display to be held July 2, 2005, at approximately 9:00 p.m.
- 3.4 Oral Resolution approving a change order to the Community Services Building re-roofing contract with Waldrop Construction Co., Inc. in the amount of \$134,594.00 and ratifying payment to Tittle Luther Partnership for re-roofing evaluation and specifications in the amount of \$2,025.00.

Ordinances:

- 3.5 Ordinance to amend Sections 23-306.5.E. (4)(a) and 23-306.5.B. (3)(f) of the Zoning Ordinance pertaining to fences surrounding playground areas at childcare facilities and set a public hearing for July 14, 2005 at 8:30 a.m.

AN ORDINANCE AMENDING CHAPTER 23, "PLANNING AND COMMUNITY DEVELOPMENT", SUBPART E, "ZONING", OF THE ABILENE MUNICIPAL CODE, BY AMENDING CERTAIN SECTIONS AS SET OUT BELOW; PROVIDING A SEVERABILITY CLAUSE; DECLARING A PENALTY AND CALLING A PUBLIC HEARING

- 3.6 **TC-2005-2** – Thoroughfare Closure of a north-south alley located between Pine Street and Walnut Street extending southward from Sandefer Street; and set a public hearing for July 14, 2005 at 8:30 a.m.

AN ORDINANCE PROVIDING FOR THE ABANDONMENT OF A PUBLIC RIGHT OF WAY; PROVIDING FOR THE TERMS AND CONDITIONS OF SUCH ABANDONMENT, AND CALLING A PUBLIC HEARING

- 3.7 **Appealed Item: Z-2005-18** – Rezone property from AO (Agriculture Open Space) to PDD (Planned Development District) zoning district, property located at 2852 Waldrop Drive; and set a public hearing for July 14, 2005 at 8:30 a.m.

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, SUBPART E, "ZONING", OF THE ABILENE MUNICIPAL CODE, CONCERNING A PDD (A PLANNED DEVELOPMENT DISTRICT); CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE

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- 3.8 **Z-2005-19** – Rezone property from AO (Agriculture Open Space) to HI (Heavy Industrial) zoning district, property located on the northeast corner of Loop 322 and South Treadaway Blvd.; and set a public hearing for July 14, 2005 at 8:30 a.m.

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, SUBPART E, "ZONING", OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE

- 3.9 **Z-2005-20** – Rezone property from AO (Agriculture Open Space) to GC (General Commercial) zoning district, property located in the 3500 block of West Lake Road; and set a public hearing for July 14, 2005 at 8:30 a.m.

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, SUBPART E, "ZONING", OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE

- 3.10 **Appealed Item: Z-2005-21** – Rezone property from RM-3 (Residential Multi-family) to GC (General Commercial) zoning district, property located at 2233 Walnut Street; and set a public hearing for July 14, 2005 at 8:30 a.m.

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, SUBPART E, "ZONING", OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE

- 3.11 **Z-2005-22** – Rezone from AO (Agriculture Open Space) and O (Office) to PDD (Planned Development District) zoning district, property located at 1801 Antilley Road; and set a public hearing for July 14, 2005 at 8:30 a.m.

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, SUBPART E, "ZONING", OF THE ABILENE MUNICIPAL CODE, CONCERNING A PDD (A PLANNED DEVELOPMENT DISTRICT); CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE

Bid Awards:

- 3.12 **Bid #CB-5049** – Ratifying payment for City Hall Renovations that comply with Texas Accessibility Standards (TAS). The bid was awarded to Bontke Bros. Construction Co., Abilene, Texas in the amount of \$23,042.60, which did not require initial Council approval, however, the removal and replacement of existing ramps and concrete exceeded the bid by \$4,816.10. Staff recommends ratification of the payment in the amount of \$27,858.70.

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- 3.13 **Bid #CB-5059** – Campus Court Rehabilitation from E.N. 16th Street to Ambler Avenue. The bid was awarded to Bontke Bros. Construction Co., Abilene, Texas in the amount of \$465,071.58.

Resolution:

- 3.14 Resolution approving the City of Abilene to participate in the West Central Texas Regional Housing Finance Corporation (WCTRHFC) First Time Homebuyers Program.

The Resolution is numbered **15-2005** and has no caption.

Councilman Chase arrived at the meeting at 8:45 a.m.

REGULAR AGENDA

- 4.1 Jo Moore, City Secretary briefed the Council on the presentation concerning the Direct Record Electronic (DRE) voting system noting the agenda item is a presentation only and does not require any Council action. Ms. Moore then introduced Kristi Allyn, Taylor County Elections Administrator. Ms. Allyn introduced her assistant Sheryl Weaver then reviewed for Council information concerning the DRE'S and demonstrated the new system.

Effective January 1, 2006 the federal Help America Vote Act (HAVA) and the Texas Election Code requires an accessible voting system to be present in each polling place. An electronic voting system called a Direct Record Electronic (DRE) complies with these requirements. The City of Abilene contracts with the Taylor County Elections Office for the conducting of city elections and the county has approved a contract with Hart InterCivic to provide the county with an electronic voting system. The new machines will replace the punch-card voting system. In order to help educate the public on the new voting system a Voter Education Outreach program has been developed and a Taylor County Voter Education Speakers' Bureau has been formed. Several city employees will be serving on the Bureau. Although under the Help America Vote Act the county is expecting a federal grant of approximately \$853,000 to cover most of the cost of the voting system there will be an increase to the entities that contract with the county to hold their elections. The current cost for the county election services is approximately \$25,000 per election and that cost is expected to increase to approximately \$32,000 per election. Ms. Allyn did note that with the improved technology the system offers the cost of the election could possibly decrease over a period of time.

Mayor Archibald stated appreciation to Ms. Allyn and her staff for the presentation and for the election services they provide.

No Council action was required.

EXECUTIVE SESSION

Mayor Archibald recessed the Council into Executive Session pursuant to Sections 551.071, 551.074, and 551.072 of the Open Meetings Act, to seek the advice of the City Attorney with respect to pending and contemplated litigation, to consider the appointment and evaluation of public officers, and to consider the purchase, exchange, lease or value of real property.

REGULAR SESSION

The Council reconvened from Executive Session and reported no action taken.

5.4 Councilman Hill made a motion to approve the appointment of Michael Schultz as the Dyess Air Force Base representative to the Bond Election Advisory Committee. Councilman Williams seconded the motion, and the motion carried.

AYES: Councilmen Chase, Williams, Hill, Higgins, Southward, Councilwoman Moore, and Mayor Archibald.

NAYS: None

COUNCIL WORKSHOP

5.5 Immediately following the June 23, 2005, Regular City Council meeting Mayor Archibald convened the Council for a workshop in the City Council Chambers of City Hall to consider discussion and possible action on the following presentations:

- A. Structure Task Force – Mike Morrison
- B. Rightsizing Task Force – Kathy Merrill
- C. Managed Competition Task Force – Richard Burdine
- D. Revenue Task Force – David Wright

City Manager Larry Gilley briefed the Council on the history of the Task Forces noting that during budget meetings last year it was determined that the City's needs exceeded revenue sources and in order to move forward in a manner expected by the community and Council that a review of the way the City conducts business was needed. Mr. Gilley stated the four Task Forces were established last fall to take a critical look at the city organization to see if the City is operating as effectively and as efficiently as it could and should be. Mr. Gilley further stated this effort has been successful and that some changes have been implemented but that the process is an on going one. Mr. Gilley noted the four Task Force presentations on the agenda would be made as follows:

- Structure Task Force – Mike Morrison, Chair
- Rightsizing Task Force – Kathy Merrill, Chair
- Managed Competition Task Force – Richard Burdine, Chair
- Revenue Task Force – David Wright, Chair

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Assistant City Manager Michael Morrison distributed to Council the power point presentation on the Structure Task Force. Mr. Morrison acknowledged the Task Force members and noted his appreciation of, especially during his absence, the assistance of Co-Chairs Joy Hedges, Administrative Services, and Andy Anderson, Public Works.

Mr. Morrison stated the purpose of the Structure Task Force is to examine process and structure to identify areas for improvement. Mr. Morrison further stated the Structure Task Force review process began in August 2004 with departmental overview from the Directors/Division Managers and included committee member interviews of the employees, and a review of Best Practices from other cities. Mr. Morrison noted the highlights of the Structure Task Force as follows:

- Code Enforcement
- Municipal Court
- Water Billing
- Centralizing Custodial Function
- Restructuring of Alley Maintenance

Mr. Morrison stated the Structure Task Force identified 9 separate functions that could be fused into a single code enforcement division called the Community Enhancement Division. The Community Enhancement Division officially started March 1, 2005 and the programs included within the division are:

- Animal Services
- Code Compliance
- Environmental Health
- Keep Abilene Beautiful

Mr. Morrison reviewed the Community Enhancement Division and program functions and identified the priority needs of the Community Enhancement Division as follows:

- New software system
- Second clerk to help answer phones and process paperwork
- Abatement money

Mr. Morrison stated the Structure Task Force also reviewed alley maintenance. The Street Division began a self-review on the City's Alley Maintenance Program and discovered the current policy is not responsive and is costly in time and money. Mr. Morrison further stated the Structure Task Force recommendations concerning alley maintenance are as follows:

- Revise alley policy to provide for paving of high priority alleys
- Develop a program for financial participation from citizens/businesses for alleys that are not high priority.
- Cross train and dedicate one crew for utility cut repair
- Merge maintenance work crews and eliminate one crew chief position
- Dedicate \$325,000 in former paving assessments

Mr. Morrison noted the Structure Task Force next steps as follows:

- Code Enforcement – Submit budget request

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- Municipal Court – Structure committee convene to review Municipal Court
- Water Billing – Develop a strategy for transferring function to Finance Department
- Centralizing Custodial function – to be addressed by the Rightsizing Task Force
- Restructuring of alley maintenance – Draft revised policy, revise job descriptions, submit budget request

Council and staff discussion included: 1) use of code enforcement funds; 2) abatement versus citations, property clean up cost, other available options and the need for public education; 3) code enforcement fines being equitable with other fines, and; 4) staff further reviewing code enforcement issues to provide Council with more details at a later date.

No Council action was taken.

Assistant City Manager Kathy Merrill distributed to Council the power point presentation on the Rightsizing Task Force. Ms. Merrill noted she co-chaired the Task Force with the Director of Community Services Mike Hall. Ms. Merrill acknowledged and stated appreciation to the Task Force members for their service.

Ms. Merrill defined rightsizing as the ongoing strategic allocation of resources to deliver cost effective, high quality, and customer oriented services. Ms. Merrill reviewed the Task Force project timeline from August 2004 through April 2005 and noted the Task Force three sub-committees as follows:

- Sub-Committee #1
 - Administrative Services
 - Finance
 - Planning & Development
- Sub-Committee #2
 - Community Services
 - Public Works
- Sub-Committee #3
 - Police
 - Fire

Ms. Merrill reviewed sample questions the Rightsizing Task Force asked during their review and stated what has been implemented due to their findings. Ms. Merrill noted a potential savings of \$111,000 has been realized as a result of what has been implemented. Ms. Merrill then reviewed additional opportunities as viewed by the Rightsizing Task Force as follows:

- Eliminate, reorganize, merge, downsize positions as they become vacant through regular turnover/retirements
- Continue ongoing reviews to streamline operations and enhance efficiency
- Consider adding two part-time couriers
- Consider adding a fulltime “one call” customer service representative
- Merge Construction/ Design Services
- Review/Centralize Custodial Services
- Review Finance Department processes and technology

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Council and staff discussion included: 1) the benefits of the “one call” customer service representative; 2) concerns about the abuse of downtown parking due to the loss of the fulltime parking control officers, and; 3) staff’s expectations that downtown parking abuse will diminish as the new part-time parking control officers gain experience.

No Council action was taken.

Assistant City Manager for Economic Development Richard Burdine distributed to Council the power point presentation on the Managed Competition (MC) Task Force and recognized the Task Force members.

Mr. Burdine reviewed the definitions of the MC Task Force which included: 1) Efficient & Effective Operation; 2) Re-engineering/Re-designing of function and/or service; 3) Managed Competition; 4) Bid to Goal; 5) Outsourcing (privatization, contracting out), and; 6) Divestiture.

Mr. Burdine reviewed the Managed Competition Task Force Milestones as follows:

- Developed an Efficiency & Effectiveness Guide
- Screened over 20 City operations on:
 - Relative independence
 - Potential for private sector competition – “The Yellow Pages test”
 - Impact on the General Fund
- Prioritized City Shop, Sanitation, Mowing and CityLink for efficiency and effectiveness assessment
- Conducted an efficiency & effectiveness (E&E) assessment of the City Shop

Mr. Burdine explained the E&E Assessment Process and then reviewed the process as it applied to the City Shop which included: 1) the lessons learned by the External and Internal Teams; 2) the impacts of the E&E Process; 3) Comparison Cities Shop Labor Rates, and; 4) Abilene-Area Shop Labor Rates.

Mr. Burdine stated the following as proposed by the Managed Competition Task Force:

- Recommendations:
 - Fund new fleet management software system, possibly through increase in shop rate for heavy trucks and equipment
 - Allow City Shop time to implement new software and develop a reliable database to evaluate performance
 - Conduct a managed competition only for “service station” functions of basic lube and oil change and tire repair and replacement
- Next Steps:
 - E&E Assessment of Mowing functions
 - E&E Assessment of Sanitation with outside assistance
 - Negotiate with CityLink contractor on issues of safety and cost. Consider a bid process only if negotiations are unsuccessful

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Council and staff discussion included: 1) the question of the City being in the sanitation business and the need to be very conscious of what is currently being provided to Abilene citizens; 2) the sanitation department being provided resources to be competitive with the private sector; 3) more research being needed to determine what impact outsourcing would have on the City Shop, and; 4) the need to improve efficiency to reduce cost.

No Council action was taken.

Director of Finance David Wright distributed to Council the power point presentation on the Revenue Task Force and recognized the Task Force members.

Mr. Wright reviewed the process used by the Revenue Task Force as follows:

- Reviewed current revenue sources with members
- Assigned each member one (1) of our comparative ten (10) cities
- No new sources identified from comparative cities review
- Challenged members experience and creativeness
- Member teams were assigned to interview Directors for potential new revenues

Mr. Wright reviewed the Task Force Results - New Initiatives which included:

- Burglar Alarm – Permits – False Alarms
- Fire Alarms – Permits – False Alarms
- Emergency Medical Service User Fees
- Emergency Response Recovery Fee
- City Wide User Fee Study – Outside Assistance
- Audit Franchise Compliance – Outside Assistance
- Audit Hotel/Motel Tax – Outside Assistance

Mr. Wright noted as follows what the next step for the Revenue Task Force involved and the opportunities for revenue enhancements:

- Next Step
 - Develop fee structures and rates
 - Determine cost estimates for outside assistance

No Council action was taken.

Mayor Archibald stated Council's appreciation to Mr. Gilley and staff for the work on the Task Forces. The Mayor noted the fact that how government is funded is a complicated process. The Mayor further stated it is the Council's responsibility to establish policy and that staff is looked to for understanding of city operations and that there are benefits to conducting studies of the City organization.

Mr. Gilley stated Council and staff would review the issues brought forth by the Task Forces in greater detail at a later date. Mr. Gilley thanked staff for their work on the Task Forces and Council for the direction and leadership they provide as the city constantly looks for ways to improve the efficiency and effectiveness of city operations.

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There being no further business, the meeting was adjourned at 11:25 a.m.

Jo Moore
City Secretary

Norm Archibald
Mayor