

**CITY COUNCIL SPECIAL MEETING**  
**February 8, 2019 at 9:00 a.m.**

**CITY COUNCIL OF THE CITY OF ABILENE, TEXAS**  
**SOUTH BRANCH LIBRARY, MALL OF ABILENE**

The City Council of the City of Abilene, Texas met in a Special Called Work Session Meeting (Retreat) on February 8, 2019, at 9:00 a.m. at 4310 Buffalo Gap Road, South Branch Library, Mall of Abilene, 1<sup>st</sup> Floor, South Conference Room. Mayor Anthony Williams was present and presiding with Mayor Pro-tem Kyle McAlister and Councilmembers Shane Price, Jack Rentz, Donna Albus, and Weldon Hurt. Deputy Mayor Pro-tem Steve Savage was absent. Also present were City Manager Robert Hanna, City Attorney Stanley Smith, City Secretary Rosa Rios, and various members of the City staff.

Councilmember Rentz delivered the invocation. City Council led the pledges to the United States Flag and the Texas Flag.

The special called meeting was held for the purpose of holding the annual city council retreat to provide the city manager the opportunity to present certain issues and obtain input from the city council on the direction desired in specific service areas as well as any new areas members of the city council felt needed to be reviewed/included for staff follow up, research, strategy development, and/or project analysis. Further, the priorities established in 2018 would be covered.

**AGENDA ITEMS**

Mayor Williams announced the Executive Session would be held first and recessed into Executive Session at 9:02 a.m. pursuant to the following of the Open Meetings Act, with the following issues discussed during this session, as listed on the agenda and authorized by the noted Texas Government Code Section

3. Executive Session
  - B. Texas Government Code Section 551.087 (Business Prospect/Economic Development):
    1. Hotel proposals

The Executive Session ended at 9:06 a.m. and reconvened to Open Session at 9:20 a.m. Mayor Williams reported no votes or action were taken in Executive Session.

Note: Throughout the meeting, breaks were taken as follows: (a) 10:16 a.m. - 10:26 a.m.; (b) 12:02 p.m. – 12:20 p.m. (partial/working lunch); and (c) 1:26 p.m. – 1:35 p.m.

**AGENDA ITEMS**

2. Discussion of the following:
  - A. Seven Strategic Focus Areas
    1. Effective Governance
    2. Financial Discipline
    3. Quality of Life
    4. Reliable Infrastructure
    5. Excellent Service
    6. Economic Growth
    7. Engaged Community

B. City Council Priorities

City Manager Hanna reviewed the City Council Priorities as established in 2018, noted below. Based on discussions, the 2019 City Council Priorities were reduced from 6 to 5:

1. Infill Development
2. Downtown Hotel
3. Reduce Expenditures and Create Efficiencies
4. Determine City's Total Cost of Deferred Maintenance
5. Street Maintenance
- ~~6. Development Along I-20~~
  - City Council consensus was that this priority, instituted in 2018, could be removed from the 2019 City Council Priority List

The outcome of discussion, if any, on noted category was through a consensus of the city council.

1. **INFILL DEVELOPMENT**

Projects in the infill development during the last 12-month period including current projects/efforts underway were detailed. The Building Façade Program was presented and no concerns were voiced by the City Council.

2. **DOWNTOWN HOTEL**

The agreements needed for the project were detailed and are scheduled to be presented for City Council consideration in the spring of 2019. The funding model, still in the works, was generally covered. Confirmation was provided that citizen tax dollars would not fund the hotel.

3. **IDENTIFY WAY TO REDUCE EXPENDITURES AND CREATE EFFICIENCIES**  
AND  
C.1. **MANAGED COMPETITION**

In 2018, City Council identified the following measuring points in the above-noted category that were taken into consideration when reviewing managed competition for/within certain departments.

1. Percentage of people directly being served by the service?
2. Are there private sector alternatives?
3. Is there a demand/expectation for the service?
4. Is it legally required that we provide the service?
5. Can we legally provide the service?
6. Is there a willingness to pay for the service?
7. Is the cost of startup prohibitive?

The efforts to date in the Managed Competition category with the Fleet Services Division, Solid Waste Division and Human Resources were presented. Areas detailed on the solid waste and fleet programs included program cessation and business process changes. The next round of managed competition to be explored were identified as Community Services, Water and Wastewater Services, and remaining divisions in Public Works.

4. **DETERMINE OUR TOTAL COST OF DEFERRED MAINTENANCE**

The deferred maintenances areas were facility related improvements. Final Grade Audit is being finalized and will be presented to City Council in the coming months. Additional deferred maintenance cost analysis are being explored.

5. **STREET MAINTENANCE**

The report in this area covered the inception of the Street Maintenance Fee resulting from the May 2018 special election wherein vote results indicated support of the implementation of such a fee. Requests received were detailed to include the number of approvals, denials and those in progress in the Low-Moderate Income, Multi-Family, and Commercial categories. The Street Advisory and Appeals Board will meet the upcoming week to consider amendments to the Street Maintenance Fee Ordinance that will then be presented for City Council adoption.

C. Other Topics

1. **MANAGED COMPETITION UPDATE**

The update was presented as part of Item B.3.

2. **ANIMAL SERVICES AND ANIMAL SHELTER**

Performance measures for the last six years were detailed, in the areas of euthanasia, animal intake (managed, stray). Request for proposals was issued on December 20, 2018 for a new shelter and adoption center as the current shelter limits significant further improvements with a total of nine proposals being received. Proposed plans for the shelter were covered. City Council affirmed the shelter management philosophy that was presented for use.

3. **POTHOLE REPAIRS**

The presentation covered the areas of street maintenance, potholes and minor street repairs. The Street Services staffing level and budget allocations were detailed. The Street System Inventory, labor, equipment and materials were broken down. City Council consensus was in support of the following staff recommendations:

- Wage adjustment for all staff with CDLs to market conditions
- Additional 6 full time Street Maintenance Technicians
- Proactive Street Cleaning Program
- New Engineering Design Standards and Inspections
- Public Education (informational) and Reporting (See-Click-Fix) Efforts

Staff was asked to notify the landscaping businesses of what the city requirements/expectations are during the upcoming season. Staff is scheduled to present the street sweeping program to the city manager.

4. **DEVELOPMENT STANDARDS FOR STREETS**

The City's Roadway Participation Policies were presented. Proposed changes to the Land Development Code were detailed. City Council consensus was in support of the policies. Proposed changes will first be presented to the Planning and Zoning Commission. On road design requirements, city needs to engage the community in those discussions and research the 10-peer city design standards.

5. **STORM WATER MASTER PLAN**

The Department of Public Works' Abilene Master Drainage Plan Stormwater Funding scenarios were detailed. Problem areas were identified and a summary of CIP solutions (scenarios) were covered. City Council consensus was in support of the following staff recommendations; as a result, staff will proceed with a rate study similar to the one done with water/wastewater fees.

- Stormwater Utility Fee Rate increase
  - Scenario 2 Complete CIP projects in 20 years
- 2 Project Phases Per Year – Completed in 2038
- Rate Increase
  - Year 2019 – 15% Rate Increase → Year 2028 – 5% Rate Increase
- Rate Increase in FY 20 Budget

Staff agreed to retool the information from this presentation to look at (1) rethinking Lake Abilene as a fishing/recreation place, and (b) detention facilities. City Council concurred to continue operating as is with streets being the priority.

6. **WORKDAY HCM SOFTWARE**

The "Workday" Human Capital Management (HCM) System was presented which would facilitate several processes in Human Resources and Finance. The system serves as a comprehensive workforce management tool. This area is still in the discovery phase with specific pricing to be determined during the procurement process. The presentation was for informational purposes.

7. **CARTEGRAPH ENTERPRISE SOFTWARE**

The item was not presented for discussion.

8. **COMPREHENSIVE PLAN**

The purpose of a comprehensive plan was detailed in that it serves as an approach in addressing future growth and change of a community; and while not mandated in Texas unlike other states, Section 213 of the Texas Local Government Code does provide for the governing body of a municipality to adopt such a plan. The City's history in comprehensive planning was covered. Staff reported the Land Use Plan would be updated in-house, thereby saving the City anywhere between \$200,000 to \$400,000, with the expectation to have it completed this year.

**9. PUBLIC WORKS STRUCTURE AND DEPARTMENT NEEDS**

A detailed overview of the Public Works Department's staffing levels, operational initiatives, equipment needs, ordinance/standards/policies were detailed for the following divisions:

- a. Engineering Services
- b. Street Services
- c. Solid Waste Services
- d. Traffic Services
- e. Public Works Administration

The following are to be presented to City Council during the FY 19-20 budget cycle:

- a. Wage adjustment for all staff with CDLs to market conditions
- b. Addition of the following staff to sustain and maintain services: (possible title changes)
  - Engineering Services
    - o (2) Engineers (both currently budgeted)
    - o (1) Supervising Construction Inspection
    - o (1) Construction Inspector I
  - Street Services
    - o (6) Street Maintenance Technicians (4 currently budgeted; 2 new positions)

**10. FINANCIAL OVERVIEW**

General Fund and Water Fund Summaries (revenue, expenditures and ending fund balance) were detailed for FYs 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023. Staff as asked to review possibility of merit-based pay increases.

**END RESULTS OF DISCUSSIONS**

The end result of discussions were that the following areas be reviewed, considered, and researched:

- a. Concern over Winner/Loser in the areas of service deliveries
- b. Repurpose the roll-off containers to bulky-brush
- c. Explore beneficial re-use of glass rather than ceasing the program
- d. Changes to the Animal Services ordinance to address number of pets, spay-neuter program, and breeding
- e. Annual Report Card/Accountability Matrix in the animal services delivery arena
- f. Community Cat Program
- g. Education targeted at known offenders (grass clippings)
- h. Wage adjustments
- i. Road design requirements
  - Engage community on development standards for streets
  - Review/Consider 10-peer city design standards
- j. Rethink Lake Abilene as a fishing hole/recreation place
- k. Detention facilities (water)
- l. Show other software staff has explored, associated costs and why recommendations are what they are
- m. Revisit convention center deferred maintenance funding

ADJOURNMENT

There being no further business, the meeting adjourned at 3:23 p.m.

  
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Rosa Rios, TRMC  
City Secretary

  
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Anthony Williams  
Mayor

Minutes approved on: February 28, 2019