



March 16, 2021

3:00 P.M.

CITY COUNCIL

TELECONFERENCE

WORKSHOP AGENDA





**NOTICE OF WORKSHOP OF THE CITY COUNCIL OF
THE CITY OF HARKER HEIGHTS, TEXAS
VIA TELECONFERENCE**

The City of Harker Heights
305 Miller's Crossing
Harker Heights, Texas 76548
Phone 254/953-5600
Fax 254/953-5614

Notice is hereby given that, beginning at 3:00 p.m. on Tuesday, March 16, 2021, and continuing from day to day thereafter if necessary the City Council of the City of Harker Heights, Texas, will conduct a telephonic workshop to contain the spread of COVID-19 in accordance with Governor Abbott's declaration of the COVID-19 public health threat and action to temporarily suspend certain provisions of the Texas Open Meetings Act issued on March 16, 2020. The subjects to be discussed are listed in the following agenda:

AGENDA

Mayor

Spencer H. Smith

Mayor Protem

Michael Blomquist

City Council

Jennifer McCann
Jackeline Soriano Fountain
Lynda Nash
Jody Nicholas

I. Roll Call:

II. Presentations by Citizens:

Citizens who desire to address the Council on any matter may do so during this item. Please understand that while the Council appreciates hearing your comments, State law (Texas Gov't Code §551.042) prohibits them from: (1) engaging in discussion other than providing a statement of specific factual information or reciting existing City policy, and (2) taking action other than directing Staff to place the matter on a future agenda. Please state your name and address for the record and limit your comments to three minutes.

III. New Business:

1. Receive and discuss a presentation of the City's Fleet, Fleet Maintenance, Fleet Condition, Fleet Rotation, and Budgetary Issues associated with Fleet Rotation. (Public Works Director)
2. Receive and discuss a presentation on a change to the Credit Card Draft Process for Utility Bills. (Finance Director)
3. Receive and discuss a presentation on Payment Assistance for Utility Customers affected by the Winter Storm. (Finance Director)

VI. Adjournment:

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Harker Heights, Texas, a place readily accessible to the general public at all times, on the 12th day of March 2021, by 2:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Julie Helsham
City Secretary

The public may participate remotely in this meeting by dialing-in using the toll-free number:

1 866 899 4679 and use Access Code: 783-129-533

To join the meeting from your computer, tablet or smartphone, use the following meeting link:

<https://global.gotomeeting.com/join/783129533>

The public will be permitted to offer public comments telephonically as provided by the agenda. Written questions or comments may be submitted two hours before the meeting to the City Secretary's Office. When submitting your written questions or comments, you must include your Name and Address. Agenda packet and recording of the telephonic meeting will be available on the City of Harker Heights website at www.harkerheights.gov

"This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 254-953-5600, or FAX 254-953-5614, or email jhelsham@harkerheights.gov for further information."

"Pursuant to Chapter 551 of the Government Code the City Council reserves the right to go into Closed Meeting on any item listed above if deemed necessary."



CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MARCH 16, 2021

RECEIVE AND DISCUSS A PRESENTATION OF THE CITY'S FLEET, FLEET MAINTENANCE, FLEET CONDITION, FLEET ROTATION, AND BUDGETARY ISSUES ASSOCIATED WITH FLEET ROTATION.

EXPLANATION:

Council asked staff in a previous meeting to bring forward information on the City's fleet maintenance and rotation. Seven departments within the City of Harker Heights comprise the City's fleet of vehicles and equipment. The City has 166 pieces of equipment in our fleet. The replacement cost for all of the City's equipment is estimated at around \$10,500,000 in today's dollars. At this meeting we will discuss the City's fleet, fleet maintenance and how the City's budget impacts equipment replacement.

SUMMARY OF CITY'S FLEET:

Half Ton Trucks:	27	Equipment Trailers:	11
3/4 Ton Trucks:	13	15-Yd Dump Truck:	1
1 Ton Trucks:	2	6-Yd Dump Truck:	2
SUV's:	21	3-Yd Dump Truck:	3
Sedans:	22	Backhoes:	5
Mini Van:	1	Mini-Excavator:	1
Bus:	1	Crane Truck:	1
Command Van:	1	Street Sweeper	1
Ambulances:	3	Vactor-Jetrodder	1
Brush Trucks:	2	Easement Machine	1
Ladder Truck:	1	Vacuum Pothole	1
Pumper Trucks:	2	Utility Tractor	1
SWAT Vehicles:	4	4WD Tractor	1
Motorcycles:	2	Batwing Mower	1
Utility Vehicles:	9	Landscape Backhoe	1
Riding Mowers:	17	Scissor Lift	1
Track Excavator:	1	Reel Mowers:	2
Skid Steer Loader:	1	Bunker Rake:	1

ATTACHMENTS:

1. Equipment List

MAKE/MODEL	UNIT	YEAR	MILEAGE	HRS	TOTALS/DEPT.
Athletics Department					
Pickup Trucks					
F-150 Super Cab	ATHL-01	2015	111,260	-	2- Half Ton Trucks
Ford P/U	ATHL-02	2017	34,173	-	1- Commercial Riding Mower 2- Utility Vehicles
Misc Equipment					
Scag Tiger Cat II 61" Cut STCII-61V-29CV-EFI	ATHL-134	2019	-	257	
John Deere TS Gator	ATHL-100	2019	-	297	
John Deere PROGRATOR 2020A 2WD HYD	ATHL-64	2017	-	67	
Code Enforcement					
Pickup Trucks					
Nissan Frontier	CE-191	2015	44,228	-	2- Half Ton Trucks
Nissan Frontier	CE-192	2017	29,603	-	
Drainage Department					
Pickup Trucks					
Ford F-150 Crew Cab 4 Door	DR-06	2009	118,707	-	1- Half Ton Truck 1- 15-Yard Dump Truck 1-Track Excavator
Freightliner 15 Yards Dump Truck	DR-03	2005	79,942	-	3-Commercial Riding Mowers 1-Skid Steer Loader with attachments 2-Equipment Trailers
Heavy Equipment					
Caterpillar 312 C Excavator	DR-04	2006	-	944	
Misc Equipment					
Scag Turf Tiger 61" SST61V-27CH	DR-07	2006	-	107	
Scag TigerCatII 52" STCII-52V-22FX	DR-08	2017	-	248	
S590 BobCat SkidSteer Loader	DR-15	2014	-	803	
PJ Trail Trailer 18 FT	DR-16	2014	-	-	
Scag TurfTiger 61" STT61V-26CH-EFI	DR-17	2015	-	426	
BobCat Stump Grinder-SG60	DR-18	2016	-	-	
Big Tex 12Ft Trailer Model 70PI-12	DR-19	2016	-	-	
BobCat Grader Attachment 84"	DR-20	2016	-	-	

TOTALS/DEPT.

MAKE/MODEL	UNIT	YEAR	MILEAGE	HRS
John Deere 737 Z-Trac	PK-106	2008	-	2068
Scag Tiger Cat 52"Cut	PK-119	2014	-	990
Scag TurfTiger 61" Cut	PK-120	2014	-	40
Scag Cheetah 61" Cut	PK-122	2013	-	87
Scag TurfTiger 61" Cut	PK-124	2016	-	624
Scag TurfTiger 72" Cut	PK-123	2016	-	187
Scag TurfTiger 61" Cut	PK-121	2014	-	670
Scag Tiger Cat II 61"Cut	PK-132	2019	-	421
Scag Tiger Cat II 61"Cut	PK-133	2019	-	459
Bunker Rake	PK-63	2015	-	758
16FT Utility Trailer	PK-13	2012	-	-
Utility Trailer	PK-14	2013	-	-

Pet Adoption Center

Animal Control Vehicles

Ford F-250	PAC-01	2011	69,106	-	1-Half Ton Truck
Ford F-250	PAC-02	2006	129,934	-	2-3/4 Ton Trucks
Ford F-150	PAC-04	2015	14,193	-	1-3/4 Ton Van
Ford Transit 250	PAC-03	2017	20,972	-	

TOTALS/DEPT.

MAKE/MODEL	UNIT	YEAR	MILEAGE	HRS
Ford Explorer	PD-140	2016	82,409	-
Ford Crown Victoria	PD-141	2011	156,325	-
Chevy Tahoe	PD-142	2015	71,649	-
Chevy Tahoe	PD-143	2014	137,709	-
Ford Explorer	PD-144	2020	NEW	-
Ford Explorer	PD-145	2017	62,413	-
Ford Explorer	PD-146	2018	25,053	-
Ford PI Sedan	PD-147	2019	22,404	-
Ford PI Sedan	PD-148	2019	29,646	-
Ford PI Sedan	PD-149	2019	28,402	-
Ford Explorer	PD-150	2020	NEW	-
Chevy Tahoe	PD-164	2016	64,342	-
Ford Crown Victoria	PD-166	2011	64,272	-
Ford F150	PD-167	2015	96,210	-
Ford Expedition	PD-160	2006	119,646	-
Speciality Vehicles				
MRAP	MRAP	2013	5,700	-
Ford Ambulance	PD-155	1998	185,468	-
HumVee	HumVee	1987	29,367	-
Motorcycles				
Harley	PD-162	2017	10,380	-
Harley	PD-163	2017	14,995	-
Kawasaki UTV	Mule#1	2009	-	589
Kawasaki UTV	Mule#2	2010	-	721

Sanitation Department				
Caterpillar Backhoe	SAN-46	1998	-	10,727
				1-Backhoe



CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MARCH 16, 2021

RECEIVE AND DISCUSS A PRESENTATION ON A CHANGE TO THE CREDIT CARD DRAFT PROCESS FOR UTILITY BILLS.

BACKGROUND:

INCODE / Tyler Technologies (“Tyler”) is the software company used by the City for its financial, utility, municipal court and purchasing functions.

In November 2020, the City was notified that Tyler Technologies will no longer support credit card drafts for utility billing payments within the software known as “the Vault”. Recent regulatory changes and an internal audit of Tyler Technologies encouraged them to make needed changes in how they interact with payment processing systems. Payment Card Industry or “PCI” audit scopes have tightened the requirements for PCI compliance and with that, Tyler Technologies is committed to being completely in compliance and limiting any possible exposure of private credit card data to malicious hackers.

The Vault currently offers credit card drafts to our customers at no additional charge, however, Staff takes the credit/debit card information from the customer and does the data entry into the Vault. With this change in software, customers will utilize the municipal online website already available and sign up for AutoPay. Staff will no longer be able to take credit/debit card information nor will they do the data entry.

Payments set up for autopay will be drafted on the due date just like credit/debit card drafts are done now. The only difference is that a \$2.00 convenience fee will be charged; the same fee applied for those who make one-time online payments. Tyler plans to convert the City of Harker Heights to the new system on **Monday, April 26, 2021.**

Customers who do not wish to remain on credit card draft can switch to bank draft, which remains a free service at this time, prior to the conversion date. Customers who wish to remain on credit / debit card draft can sign up on their own or they will be automatically converted on the conversion date.

ATTACHMENTS:

None.



CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MARCH 16, 2021

RECEIVE AND DISCUSS A PRESENTATION ON PAYMENT ASSISTANCE FOR UTILITY CUSTOMERS AFFECTED BY THE WINTER STORM.

BACKGROUND:

Utility bills including the water consumption incurred during Winter Storm 2021 are currently being sent out this month (March 2021). Many customers who had pipes burst or let faucets drip to prevent frozen pipes may see bills higher than they are used to. Zone 4 customers, whose bills went out at the end of February, used a six-month average rather than an actual read.

All Harker Heights residents are eligible for the following assistance:

- Residential Sewer Adjustment: Eligible residents cannot have exceeded the maximum 10,000-gallon cap over the last six months. There is no requirement to provide a plumber's invoice for requests for this time period (usually one is required). Adjustments can range from \$0.01 to \$15.00.
- Commercial Sewer Adjustment: Addition of commercial properties to sewer adjustments; typically, they are not eligible. Commercial properties must provide a plumber's invoice that it has been fixed.
- Payment Plan: There is no requirement to provide a plumber's invoice.
- Reread Service Orders: There is no charge for Staff to reread a meter.

Other options that the Council could consider / approve and give guidance on at a future Council Meeting, if the City receives CARES Funding, include:

- A flat monetary credit based on some type of qualification
- A credit based on a certain number of gallons per residence whether that is based on a percentage of usage or flat amount.

Staff will not know the fiscal impact of providing credits to accounts until all zones have been read and posted. Zone 4 will be the final zone to be posted on March 25, 2021.

ATTACHMENTS:

1. None.