



FEBRUARY 16, 2021

3:00 P.M.

CITY COUNCIL

WORKSHOP

AGENDA

VIA TELECONFERENCE





**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, February 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:

Mayor
Spencer H. Smith

Mayor Protem
Michael Blomquist

City Council
Jennifer McCann
Jackeline Soriano Fountain
Lynda Nash
Jody Nicholas

AGENDA

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 regarding the City Council's Budget Priorities. (City Manager)
3. Receive and discuss a Presentation regarding the City Council's Mission and Vision Statement. (Assistant City Manager)

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 11th day of February 2021, by 5:00 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: (866) 899-4679 and use Access Code: 444-548-773

To join the meeting from your computer, tablet or smartphone, use the following meeting link: <https://global.gotomeeting.com/join/444548773>

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: FEBRUARY 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

TOTALS/DEPT.

MAKE/MODEL	UNIT	YEAR	MILEAGE	HRS
John Deere 737 Z-Trac	PK-106	2008	-	2068
Scag Tiger Cat 52"Cut	STC52V-22FX	2014	-	990
Scag TurfTiger 61" Cut	STT61V-26CH-EFI	2014	-	40
Scag Cheetah 61" Cut	SCZ61RD-921FX	2013	-	87
Scag Turftiger 61" Cut	PK-124	2016	-	624
Scag TurfTiger 72" Cut	STT72V-26CH-EFI	2016	-	187
Scag TurfTiger 61" Cut	STT72V-26CH-EFI	2014	-	670
Scag Tiger Cat II 61"Cut	STCII-61V-29CV-EFI	2019	-	421
Scag Tiger Cat II 61"Cut	STCII-61V-29CV-EFI	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	-	

MAKE/MODEL UNIT YEAR MILEAGE HRS TOTALS/DEPT.

Police Department

Vehicles

Chevy Tahoe	PD-104	2013	138,039	-	2-Half Ton Trucks
Ford Van	PD-105	2013	14,983	-	2-Vans
Ford Crown Victoria	PD-110	2007	134,529	-	19-Sport Utility Vehicles
Dodge Dakota P/U	PD-111	2003	190,122	-	21-Sedans
Ford Crown Victoria	PD-112	2008	133,355	-	4-SWAT Vehicles
Ford Taurus	PD-113	2009	95,431	-	2-Motorcycles
Ford Crown Victoria	PD-114	2004	156,127	-	2-Utility Vehicles
Ford Crown Victoria	PD-115	2008	137,827	-	
Dodge Van	PD-116	1997	13,470	-	
Ford Crown Victoria	PD-117	2009	138,909	-	
Chevy Tahoe	PD-118	2013	72,873	-	
Ford Crown Victoria	PD-120	2010	140,828	-	
Ford Fusion	PD-121	2017	45,481	-	
Ford Fusion	PD-122	2017	31,407	-	
Ford Fusion	PD-123	2017	48,823	-	
Chevy Tahoe	PD-124	2014	141,360	-	
Ford Expedition	PD-128	2006	165,337	-	
Ford Crown Victoria	PD-129	2003	166,651	-	
Ford Crown Victoria	PD-130	2000	137,436	-	
Ford Explorer	PD-131	2018	44,976	-	
Ford PI Sedan	PD-132	2019	21,969	-	
Chevy Tahoe	PD-133	2013	144,301	-	
Ford Crown Victoria	PD-134	2011	130,004	-	
Chevy Tahoe	PD-135	2014	42,652	-	
Ford Crown Victoria	PD-136	2011	148,074	-	
Chevy Tahoe	PD-137	2015	85,301	-	
Ford Explorer	PD-138	2016	83,410	-	
Ford PI Sedan	PD-139	2019	6,303	-	

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

MAKE/MODEL UNIT YEAR MILEAGE HRS TOTALS/DEPT.

Water Department

Pickup Trucks

Ford 1/2 Ton P/U	WA-50	2009	134,271	-	7-1/2 Ton Trucks
Ford 1/2 Ton P/U	WA-51	2007	125,915	-	1-3/4 Ton Truck
F-250 Ext Cab P/U	WA-52	2019	9,687	-	1-1 Ton Truck
Ford 1/2 Ton P/U 4 Door	WA-53	2020	8,408	-	1-3-Yard Dump Truck
Ford 1/2 Ton P/U	WA-54	2009	143,338	-	1-6 Yard Dump Truck
Ford 1/2 Ton P/U	WA-56	2000	181,159	-	1-Mini Track Excavator
Ford 1/2 Ton P/U	WA-57	2013	139,421	-	2-Backhoes
Ford 1/2 ton P/U	WA-59	2018	27,987	-	2-Equipment Trailers
					1-Vacuum Pothole Machine with Valve Exerciser
					1-Commercial Riding Mower

Heavy Trucks

Ford 1 ton P/U	WA-58	2008	131,317	-	
Ford 1 Ton Dump Truck	WA-64	2009	43,669	-	
M2-Freightliner Dump Truck	WA-72	2015	14,227	-	

Heavy Equipment

Case 580 Back Hoe JJGO276618	WA-74	2000	-	6,670	
John Deere 35G Mini-excavator	WA-75	2019	-	28	
Case 580 SN Back Hoe	WA-78	2018	-	737	
Pacific Tek PV500 Trailer Mounted Vac	WA-79	2017	-	-	

Misc Equipment

Texas Bragg Trailer	WA-39	2010	-	-	
Scag TurfTiger 72"Cut STT72V-26CH-EFI	WA-47	2016	-	216	
Diamond C 45HDL 18'Steel Deck Tilt TRL	WA-77	2019	-	-	



CITY COUNCIL MEMORANDUM

AGENDA ITEM #III-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 16, 2021

RECEIVE AND DISCUSS A PRESENTATION REGARDING THE CITY COUNCIL'S BUDGET PRIORITIES.

EXPLANATION:

In prior years, staff has received the Council's priorities at the City's annual Budget Retreat, usually the first week of August. This year we are switching it up and would like to have Council provide their priorities going into budget preparation. This will allow City staff to develop budgets with those priorities in mind. To that end, Staff would like for you to begin thinking about and developing your priorities. We will hold a Workshop on March 2 at which time staff would like to receive your priorities.

ATTACHMENTS:

None



CITY COUNCIL MEMORANDUM

AGENDA ITEM #III-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 16, 2021

RECEIVE AND DISCUSS A PRESENTATION REGARDING THE CITY COUNCIL'S MISSION AND VISION STATEMENT.

EXPLANATION:

What is a mission statement?

A mission statement describes the current state of an organization and its primary goals or objectives. It provides detailed information about what the organization does, how it does it, and who it does it for.

What is a vision statement?

A vision statement is used to describe the future state of the organization, i.e., what the organization hopes to become in the future. It is normally a long-term goal that provides direction for the organization. It also communicates the purpose of the organization to the employees and other stakeholders (residents).

Importance of vision and mission statement in an organization.

Both the vision and mission statements will play an important role.

1. The vision and mission statements define the purpose of our organization and instills a sense of belonging and identity to the employees.
2. The mission statement acts as a "North Star", where it provides the direction that we will follow while the vision statement provides the goal (or the destination) to be reached by following this direction.
3. The vision and mission statements help us to properly align our resources towards achieving a successful future.
4. The mission statement is intended to provide us with a clear and effective guide for making decisions, while the vision statement ensures that all the decision made are properly aligned with what we hope to achieve.
5. The vision and mission statements provide a focal point that helps to align everyone within our organization, thus ensuring that everyone is working towards a single purpose. This helps to increase efficiency and productivity in our City.

ATTACHMENTS:

None