

THE LEVELLAND CITY COUNCIL MET IN REGULAR SESSION ON MONDAY, THE 22<sup>nd</sup> OF JUNE 2020 AT LEVELLAND CITY HALL, R. O. DENNIS COUNCIL CHAMBERS, 1709 AVENUE H, WITH THE FOLLOWING MEMBERS PRESENT:

|                   |                       |         |
|-------------------|-----------------------|---------|
| Barbra Pinner     | Honorable Mayor       | Present |
| Jim Myatt         | Council Member        | Present |
| Max Ledesma       | Mayor Pro-Tem         | Absent  |
| Breann Buxkemper  | Council Member        | Present |
| Joe Bill Vardeman | Council Member        | Present |
| Matt Wade         | City Attorney         | Present |
| Erik Rejino       | City Manager          | Present |
| Beth A. Walls     | City Secretary        | Present |
| Andrea Corley     | Deputy City Secretary | Present |

The Pledge was led by Mayor Barbra Pinner and the Invocation was given by Council Member Breann Buxkemper.

*Statements by Citizens:*

One citizen spoke Levelland Youth Baseball. One citizen spoke about his business requesting a beer license.

**FIRST ITEM OF BUSINESS:**

*Consider and take necessary action to approve the minutes of the June 1, 2020 regular meeting*

Motion by Breann Buxkemper

Seconded by Joe Bill Vardeman

To approve minutes of the June 1, 2020 regular meeting

Motion carried unanimously.

**SECOND ITEM OF BUSINESS:**

*Consider and take necessary action on procedures, processes, timelines, and priorities regarding lifting restrictions and regulations implemented during the COVID-19 Public health Emergency.*

Motion by Breann Buxkemper

Seconded by Jim Myatt

To approve Resolution 2020-23 extending the declaration of local disaster and safely opening Levelland order

Motion carried unanimously.

**THIRD ITEM OF BUSINESS:**

*Consider and take necessary action on an agreement with Republic Services to extend the current solid waste/garbage service contract.*

Earlier this year Council voted to extend the current contract with Republic Services for 10 years. Now that the final draft of the contract is complete, and we are ready for Council to

take action on the agreement. City Attorney Matt Wade has reviewed the agreement along with Assistant City Manager Joe Cavazos and City Manager Erik Rejino. The agreement is in line with the terms Council agreed to earlier this year. If approved, the proposed agreement with Republic which will take effect October 1<sup>st</sup> of this year.

Motion by Breann Buxkemper

Seconded by Joe Bill Vardeman

To table voting on the agreement with Republic Services to extend the current solid waste/garbage service contract until Mayor Pro-Tem Max Ledesma is in attendance.

There was discussion, but no vote.

Motion by Breann Buxkemper

Seconded by Jim Myatt

Revising previous motion to table voting on the agreement with Republic Services to extend the current solid waste/garbage service contract until all councilmembers are in attendance.

Motion carried unanimously.

#### FOURTH ITEM OF BUSINESS:

*Presentation and discussion of fiscal year 2019/2020 year end projections.*

This has been a challenging year with the downturn in the oilfield and COVID-19. The combination of these situations has caused sales tax collections to drop this year. Fiscal year to date, we are down 17.3 percent in sales tax collections. The decline in sales tax began at the very beginning of the fiscal year. Accordingly, department heads have been making adjustments in their budgets from the very beginning of the fiscal year.

As a result of the hard put in by department heads and city staff we are projecting to end the year under budget by approximately nine (9) percent in both the General Fund and Enterprise Fund. Erik Rejino discussed some of the budget adjustments that have been made throughout the year and how this was accomplished.

No action taken.

#### FIFTH ITEM OF BUSINESS:

*Presentation and discussion regarding five-year capital improvement plans and funding sources*

A very large part of the annual budgeting process is that of budgeting for capital related items. A capital improvement is generally defined as a piece of equipment or improvement with a useable life of at least five (5) years and a cost of \$5,000 or more. These include projects such as water, sewer, or street improvements as well as items such as vehicles or large equipment.

A capital improvement plan (CIP) is defined as a multi-year planning tool that identifies needs from a capital perspective. On average CIP's range from five (5) to 10 years. It complements the budget process and provides valuable information to staff and Council as the budget is developed. It is also a good tool to plan for significant expenses multiple years in advance.

Council was provided copies of individual department CIP's and Department Heads made presentations at the Council meeting. Only the departments that have such purchases have CIP's. The primary goal is to provide Council with an overview of needs this fiscal year as well as an overview of needs over the next five years.

No action taken.

#### **SIXTH ITEM OF BUSINESS:**

*Discussion and update regarding credit card and online fees as they relate to utility billing, court collections, and permitting*

During the COVID-19 pandemic, in an effort to encourage people to pay online or by phone as a result of City Hall being closed to the general public, the City waived the \$2.25 administrative convenience fee that is charged for customers that pay online or by phone which helps offset our costs for providing these services. Our goal was that this would encourage our customers to pay remotely without penalizing them for paying remotely.

In April, we saw a large increase of utility customers paying online or by phone. In April of 2019 we had 774 customers that utilized electronic payments while in April of 2020 we had 1831 customers that utilized electronic payments. We have a total of approximately 5,400 utility customers.

In an effort to continue to encourage electronic payments and make paying items such as utility bills more convenient for customers we have been researching the feasibility of doing away with the \$2.25 convenience fee indefinitely. Director of Finance, Sarah Osburn, has been researching this and has been working with our primary software provider to develop a plan to do so.

No action taken.

#### **SEVENTH ITEM OF BUSINESS:**

*Convene into executive session in accordance with Tex. Gov't Code §551.071 to seek the advice about pending or contemplated litigation, settlement offers or on matters in which duty of the attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Tex. Gov't Code Ch. 551 (Speedcrete Inc.).*

Mayor Pinner declared Council to be in Executive Session at 8:40p.m. She returned Council to regular session at 8:56p.m.

**EIGHTH ITEM OF BUSINESS:**

*Consider and take necessary action on a construction contract, tender agreement, escrow agreement or other related agreements regarding concrete construction and repairs related to the City of Levelland Downtown Revitalization Project; TxCDBG No. 7216332*

No action taken.

There being no further business the meeting was adjourned at 8:57p.m.

Respectfully Submitted,

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Andréa Corley, Deputy City Secretary