

THE LEVELLAND CITY COUNCIL MET IN REGULAR SESSION ON MONDAY, THE 6TH OF MAY, 2019 AT LEVELLAND CITY HALL, R. O. DENNIS COUNCIL CHAMBERS, 1709 AVENUE H, WITH THE FOLLOWING MEMBERS PRESENT:

Barbra Pinner	Honorable Mayor	Present
Jim Myatt	Councilmember	Present
Max Ledesma	Mayor Pro-Tem	Present
Breann Buxkemper	Councilmember	Present
Joe Bill Vardeman	Councilmember	Present
Matt Wade	City Attorney	Present
Erik Rejino	City Manager	Present
Beth A. Walls	City Secretary	Present

Pledge of Allegiance and Invocation was given by Mayor Pinner and Beth Walls.

Statements by Citizens: None

FIRST ITEM OF BUSINESS:

Consider and take necessary action to approve the minutes of the April 15, 2019 regular meeting and the April 22, 2019 special meeting.

Motion by Breann Buxkemper

Seconded by Jim Myatt

To approve minutes of the April 15, 2019 regular meeting and the April 22, 2019 special meeting.

Motion carried unanimously.

SECOND ITEM OF BUSINESS:

Hold a public hearing to consider changing the zoning of L WARREN (LEV), BLOCK 1, LOT 1-2 101 House Ave. W A CANNON (LEV), BLOCK 4, LOT 5-6, 102 N. Denver and 104 N. Denver, Levelland, Hockley County, Texas from SF-2 Single Family District to B-2 General Business District.

Mayor Pinner opened the public hearing at 7:11 p.m. There being no one requesting to speak about the zoning change, she declared the meeting closed at 7:12 p.m.

The Planning and Zoning Commission (P&Z) met on March 26th after receiving a request for a zone change and is recommending that several lots owned by one property owner located at 102 N. Denver, 104 N. Denver and 101 House Ave be rezoned from SF-2 Single Family District to B-2 General Business District. In addition, the P&Z also held a public hearing in which no comments were received. Accordingly the P&Z is recommending the zone changes as requested by the property owner Billy Mack Palmer.

It is also important to note that there is a business that would like to operate a hair salon on the lot at 104 N. Denver which is what triggered the zone change request from the property owner. The properties that are being considered for rezoning are adjacent to property that is currently zoned B-2 General Business District. Those properties are adjacent to Hwy 114 east of College Ave which makes up a growing commercial district as we have seen over the past few years.

We are required to have one more public hearing at the City Council meeting. Following the public hearing Council can then consider the proposed change. Following this memo you will find an aerial map outlining the property as well as the ordinance that would make the proposed zone change effective.

No Council Action Required.

THIRD ITEM OF BUSINESS:

Consider and take necessary action on Ordinance 1042 changing the zoning of L WARREN (LEV), BLOCK 1, LOT 1-2 101 House Ave. W A CANNON (LEV), BLOCK 4, LOT 5-6, 102 N. Denver and 104 N. Denver, Levelland, Hockley County, Texas from SF-2 Single Family District to B-2 General Business District.

Motion by Joe Bill Vardeman

Seconded by Jim Myatt

To approve Ordinance 1042 changing the zoning of L WARREN (LEV), BLOCK 1, LOT 1-2 101 House Ave. W A CANNON (LEV), BLOCK 4, LOT 5-6, 102 N. Denver and 104 N. Denver, Levelland, Hockley County, Texas from SF-2 Single Family District to B-2 General Business District.

Motion carried unanimously.

FOURTH ITEM OF BUSINESS:

Consider and take necessary action for staff to seek proposals for depository services.

The City's depository contract with City Bank will be ending at the end of June. The contract included an initial three year term and two annual extensions to which both parties had agreed. The current agreement does call for one more 90 day extension if needed which would carry the contract towards the end of September. While our relationship with City Bank has been excellent, law requires that every five (5) years we take competitive proposals from banking institutions for these services.

At this time we are asking for authorization to proceed with issuing a Request for Applications (RFA) for depository services. Director of Finance Sarah Osburn has been working to gather the necessary financial information so that we can proceed with issuing the RFA. Once Council authorizes staff to proceed with the process we will work to issue the RFA to our local banks.

Given the complexity of the process and assessing the proposals we are also in the process of securing a consultant that can help guide us through the process and assist with reviewing proposals. In the past there have been times where we have used a consultant to assist with the process. Also, being that we will likely have multiple local banks submit a proposal, having an outside objective opinion of which banking institution submitted the proposal with the best value to the City is very important. We have sufficient funds in the budget so no Council action is required to engage a consultant.

Motion by Breann Buxkemper

Seconded by Joe Bill Vardeman

To authorize staff to seek proposals for depository services

Motion carried with Ledesma, Buxkemper and Vardeman in favor and Myatt opposed.

FIFTH ITEM OF BUSINESS:

Consider and take necessary action on Resolution 2019-15 supporting the U.S. Census Bureau and the 2020 Census.

Every decade since 1790 the U.S. Census Bureau has conducted a constitutionally mandated census count to determine the number of people living in the United States. The data gathered by the census are used to make decisions including funding allocations from federal and state agencies as well as reapportionment and redistricting.

In 2010 the City of Levelland spearheaded a Complete Count Committee and involved various organizations in the City. In addition, we even had another neighboring community in the County participate on the committee. Just a couple of weeks ago representatives from the U.S. Census Bureau came out and discussed the upcoming 2020 census with various leaders from the County including Mayors and City Managers from most communities in Hockley County. At that time they encouraged us to once again form a Complete Count Committee.

The Complete Count Committee is a vehicle that the census uses for planning and implementing local targeted efforts to encourage a good count of the population. The Complete Count Committee will primarily include publicizing the importance of the 2020 Census and encouraging people to self respond.

Motion by Breann Buxkemper

Seconded by Max Ledesma

To approve Resolution 2019-15 supporting the U.S. Census Bureau and the 2020 Census.

Motion carried unanimously.

SIXTH ITEM OF BUSINESS:

Consider and take necessary action to appoint a selection review committee related to the procurement of engineering services for the 2019/2020 Texas Community Development Block Grant Program

The City of Levelland has utilized the Texas Capital Fund (TCF) Grant Program through the Texas Department of Agriculture (TDA) various times over the years. In 2000 and 2008 the TCF Main Street Program was utilized to make sidewalk and lighting improvements in the Levelland Main Street area. In addition, we are currently working through a current TCF Main Street Grant which we started last year to continue sidewalk renovations. In 1992 and 2005 and 2014 the TCF Infrastructure Program was used for economic development projects, with the most recent grant award being used to build rail infrastructure in the Levelland Industrial Rail Park in support of Pipeline Plastics, LLC.

In February of this year the City Council authorized staff to submit a grant application to the TCF Infrastructure Program to assist the Levelland Economic Development Corporation with a prospect that was considering locating their business in the Levelland Industrial Rail Park. This project will require additional rail infrastructure. Accordingly we applied for a \$625,000 grant to assist with the new infrastructure to help secure the business. The proposed project is expected to create at least 25 jobs and over \$5 million in capital investment. At that time Council also authorized the execution of an interlocal agreement with the South Plains Association of Governments (SPAG) to assist with the development of the grant application and administering the grant if a grant award is received.

Since then we have been working with SPAG and have submitted a grant application and we have been tentatively preparing for a grant award. We are moving forward with as many steps as we can now so that if we receive a grant award from TDA we can move forward quickly on the necessary infrastructure improvements so that the business can move forward in an expeditious manner as well. Discussions with the company are ongoing, however no formal documents such as a performance agreement can be executed with the company until after a grant award and contract have been received and executed.

One of the items that we are moving forward on is that of procuring an engineer to design the infrastructure improvements as well as help oversee construction. We have been working with SPAG on developing a Request for Qualifications (RFQ) and have since issued the RFQ. At this time we are ready to proceed with appointing a selection review committee to help review and score any proposals received. In the past we have utilized a combination of Council and staff to serve on the Selection Review Committee.

Motion by Joe Bill Vardeman

Seconded by Breann Buxkemper

To appoint a selection review committee including the City Manager, Assistant to the city Manager, Director of Economic Development, LEDC Board member(s) and Council Member Joe Bill Vardeman to review the procurement of engineering services for the 2019/2020 Texas Community Development Block Grant Program.

Motion carried unanimously.

SEVENTH ITEM OF BUSINESS:

Consider the projected fiscal year 2019/2020 budget and tax rate adoption process and schedule and provide direction to staff regarding the budget

Over the last couple of months staff has been doing some preliminary work on the upcoming fiscal year budget in an effort to create a first draft. Joe and I will be meeting one on one with department heads starting Tuesday of next week to go over individual department budgets in detail. As we move further into the budget process there are several steps required by law that the City must follow in developing and adopting both the budget and the tax rate. It is helpful for Council to know and approve a projected schedule of required actions ahead of time. While there may be changes required as we work our way through the process, the schedule proposed below will meet our legal requirements. Budget work sessions will be scheduled as needed which we will discuss further at the meeting. Also please note the items highlighted in red will require Council action.

In addition to reviewing the schedule below Council will have an opportunity to provide input and direction to staff on items you would like to see in the budget or the budget process. This input will be used to help finalize the first draft of the upcoming budget.

Budget Work Sessions	As Needed
Property Values Certified by HCAD	July 25
Council Proposes Tax Rate	August 5
Notice of Public Hearings on Tax Rate Published.....	August 7
Notice of Public Hearing on Budget Published	August 11
Council Holds First Public Hearing on Tax Rate	August 19
Council Holds Second Public Hearing on Tax Rate and	
Hold Public Hearing on FY 2019/2020 Budget.....	August 26
Notice of Tax Revenue Increase Published	September 1
Council Adopts Budget and Tax Rate	September 9

No Council Action Required.

EIGHTH ITEM OF BUSINESS:

Consider and take necessary action on Ordinance 1041 approving an ordinance adding Article 10.2900 establishing a citizen-initiated parking restriction procedure and a resident only parking permit procedure restricting parking of motor vehicles on public streets and rights of ways on a first reading.

The ordinance that would establish a citizen-initiated parking restriction procedure and a resident only parking permit procedure to restrict the parking of vehicles on public streets in the Holly Heights Addition area south of the High School has been revised. We have made changes to the ordinance as we discussed at the last Council meeting. Staff is now proposing that Council move forward with the second and final reading of the ordinance.

City Attorney Matt Wade read Ordinance 1041.

Motion by Breann Buxkemper

Seconded by Jim Myatt

To approve Ordinance 1041 approving an ordinance adding Article 10.2900 establishing a citizen-initiated parking restriction procedure and a resident only parking permit procedure restricting parking of motor vehicles on public streets and rights of ways on a second and final reading.

Motion carried unanimously.

NINTH ITEM OF BUSINESS:

Convene into executive session pursuant to Texas Gov't Code 551.071 to seek advice from legal counsel about pending or contemplated litigation, settlement offers or as required under the Texas Disciplinary Rules of Professional Conduct of the State of Texas when in conflict with Texas Gov't Code Chapter 551 (Speedecrete Inc.)

Mayor Pinner announced that Council would go into executive session at 8:07 p.m. She returned Council to open session at 8:35 p.m.

TENTH ITEM OF BUSINESS:

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

This agenda item was not acted on or considered at this meeting.

There being no further business the meeting was adjourned at 8:36 p.m.

Respectfully Submitted,

Beth A Walls, TRMC, IPMA-SCP, City Secretary