

THE LEVELLAND CITY COUNCIL MET IN REGULAR SESSION ON MONDAY, THE 20TH OF APRIL 2020 AT LEVELLAND CITY HALL, R. O. DENNIS COUNCIL CHAMBERS, 1709 AVENUE H, WITH THE FOLLOWING MEMBERS PRESENT:

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

In accordance with order of the Office of Governor issued March 16, 2020, the City Council of the City of Levelland conducted this meeting in the R.O. Dennis City Council Chambers, located at 1709 Avenue H, Levelland, Texas by video/telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). The members of the City Council participated in this meeting remotely through video conference providing for two-way video and audio communication for each member of the City Council.

Invocation was given by Mayor Pinner and Joe Bill Vardeman.

Statements by Citizens:

The meeting was conducted via zoom and live streamed via Facebook. The public was permitted to offer public comments during this portion of the meeting telephonically and via comments on the Facebook Live stream.

One comment was received requesting that Council not lift the stay at home order and another comment regarded keeping the spring cleanup roll-offs out for an additional period of time.

FIRST ITEM OF BUSINESS:

Consider and take necessary action to approve the minutes of the April 6, 2020 regular meeting.

Motion by Joe Bill Vardeman

Seconded by Breann Buxkemper

To approve minutes of the April 6, 2020 regular meeting.

Motion carried unanimously.

SECOND ITEM OF BUSINESS:

Discuss and consider implementing additional restrictions and regulations regarding the Public Health Emergency to contain and prevent the continued spread of COVID-19.

No Council Action Required.

THIRD ITEM OF BUSINESS:

Discuss and consider procedures, processes, timelines and priorities regarding lifting restrictions and regulations implemented during the COVID-19 Public Health Emergency.

No Council Action Required.

FOURTH ITEM OF BUSINESS:

Discuss the impact the COVID-19 Public Health Emergency is having and will have on the City budget and finances, City operations and City Facilities.

In response to COVID-19 we have put several organizational measures in place as they relate to City operations, facilities, and budget. While Council is already aware of these measures I would like to discuss these and update Council collectively.

Organizational Precautionary Measures

On March 18th we rolled out the first set of precautionary measures as they relate to COVID-19. These precautionary measures have been in line with guidelines for the Center for Disease

Control as well as our local orders put in place by the Mayor and Council. These measures have also helped ensure that we as an organization have done our part to keep our employees safe and the community safe by helping prevent the spread of COVID-19. These measures have been updated regularly as changes have occurred. Below is a list of the current precautionary measures in place. These practices are in place until at least April 30th and may be extended or modified contingent on changes to our local order or the state-wide order.

- Public access to City facilities will be restricted as follows. This includes family members of City employees. Customers will be handling routine business remotely including via email, online, or by phone.
 - o City Hall: No public access
 - o Fire Station: No public access
 - o Communications Center: No public access
 - o Street Department Offices: No public access
 - o Water/Wastewater Offices: No public access
 - o Civic Center: No public access
 - o Activities Building: No public access
 - o City Park Restrooms: No public access
 - o Any Other City Offices: No public access
 - o Recycling Center: Effective on April 8th will only be open for Type I and Type IV waste. No recycling will be accepted.
 - o R.V. Park: Closed to public effective on April 7th.
- Employees not on duty are not to be at their place of work to reduce social gatherings.
- Continue social distancing practices. (Example: no handshakes, avoiding large social gatherings, etc.).
 - o No more than one City employee in a vehicle (this restriction does not include public safety departments).
 - o Department Heads will implement restrictions for gathering rooms such as break rooms.
- Employees are restricted from attending all conferences or trainings that will hold more than 10 people.
- The City is encouraging, not restricting, all employees to avoid personal travel or events that will result in social gatherings of more than 10 people.
- Continue to practice good personal hygiene among all city employees by sharing resources from the Center for Disease Control and Prevention (CDC) and other appropriate organizations.
- Continue to encourage good personal hygiene among the entire community by sharing resources from the CDC and other appropriate organizations.
- Continue practices of higher level of sanitizing and cleaning among City facilities whether cleaned internally or professionally.
- No events or reservations shall be held at any City facilities including the Civic Center, Activities Building, Levelland Oxy-Sports Complex, City Park Fields, or other City facilities.
- All public tours of City facilities shall cease immediately.
- Conference rooms at City facilities including Levelland City Hall and the Levelland Fire Station shall be limited to internal use only.
- Each Department Head should continue to make adjustments to ensure continuity of operations.
- The City shall remain in contact with all outside service providers to ensure continuity of operations.
- Each Department Head shall target being under budget by 5% across the board to provide relief to a declining sales tax and declining economy.
- Effective immediately each Department Head has been tasked with reducing non-essential overtime.
- The City will implement changes to the format of open meetings as allowed by state statute and the Governor.

Budgetary Measures

Over the past several months we have been monitoring and making adjustments to the FY 2019/2020 budget. The single biggest concern at this time is the downward trend of sales tax collections. The downward trend began in October of 2019 which is the first month of the new fiscal year. In December of 2019 I asked department heads to begin making adjustments to their budget and target being under budget by 5% across the board to help makeup a portion of a projected sales tax shortfall. At this time sales tax as of April is down 18 percent. If this

trend continues the projected shortfall in sales tax for the General Fund translates to a shortfall of approximately \$440,000 from what was budgeted for sales tax revenue. Being under budget by 5% in the General Fund would account for approximately \$430,000. We are continuing to assess the budget as a whole and are looking at additional items that we can postpone or scale back to make up the original deficit that was adopted which was approximately \$176,000. We are beginning FY 2020/2021 budget meetings with department heads next week.

While we are already dealing with what appeared to be a downward trend in the local economy before COVID-19, the impacts of COVID-19 have impacted the local economy even further. Accordingly on March 20th we implemented additional measures including a hiring freeze on some of our full time positions and a hiring freeze on seasonal workers.

On April 7th we took some additional measures which included some part timer layoffs, a 32 hour work week for less essential clerical workers, and a significant restriction to overtime.

We will keep these measures in place through the end of the month and reassess at that point, which is also when the current Stay Home order put in place by the Governor will be revisited. Below is a summary by department of the measures put in place on April 7th.

1. Police/fire/emergency management: maintain normal work schedules – these are essential services that cannot be scaled back, and are likely busier due to COVID-19 mandates
2. Sanitation/water/wastewater: maintain normal work schedules, restrict all non-essential overtime – these departments directly impact public health and safety; after-hour emergencies cannot be delayed
3. Street/shop/parks/cemetery/inspections/code enforcement/court: maintain 40 hour per week schedule; must provide service Monday-Friday from 8 a.m. to 5 p.m., no overtime – these departments provide support for critical infrastructure; maintaining basic service impacts public health
4. Administrative services/utility administration: restrict work hours to 32 per week, rotate schedules to provide service Monday-Friday from 8 a.m. to 5 p.m. – social distancing mandates have impacted the daily workload of these positions, resulting in reduced hours
5. Department heads/communication/finance administration: normal work schedules apply, remote work has been approved on a case by case basis as appropriate – these are a support function to maintain essential service departments

It is extremely important to note that while the local economy has slowed, the workload in most departments has increased with the Stay Home Order and COVID-19. More people being at home has put a further strain on our water and sewer infrastructure. The Police Department has allocated more resources towards enforcing the Stay Home Order while still having to deal with the normal routine calls. The Communications Center call volume has increased with regards to the Stay Home Order. With the hiring freeze, particularly for seasonal workers, the workload for the Parks Department and Cemetery Department has increased as growing season has begun. The Fire Department has entered into what is normally a busy season with grass fires.

No Council Action Required.

FIFTH ITEM OF BUSINESS:

Consider and take necessary action on the quarterly investment report for the quarter ending on March 31, 2020.

In accordance with the guidelines and strategies set forth in the City's Investment Policy, the Public Funds Investment Act and the Public Funds Collateral Act, only funds that are not needed for immediate use are invested.

The three primary objectives of the City's Investment Policy are listed below, in order of importance:

1. Safety
2. Liquidity
3. Yield

The City's investments meet the above objectives within state standards. Longer term investments are in certificates of deposit and are secured by bank-owned securities pledged by the bank to the City for the amounts in excess of FDIC coverage. These pledged securities are held by the bank's safekeeping agent. The City's investments in certificates of deposit are with

local banks other than the City's depository bank, which assists the City in diversifying its cash position.

Interest rates remain low for both short-term pooled investments and certificates of deposit. We renewed a certificate of deposit on January 31, 2020 at a rate of 1.7%, which was slightly below the pre-maturity rate of 1.8%, but the best offer from our local banks. The City earned .75% on depository demand monies as of March 31, 2020. Although not unexpected given the impact of COVID-19, our investments did not perform as well this quarter as in previous quarters.

Motion by Breann Buxkemper

Seconded by Joe Bill Vardeman

To approve the Quarterly Investment Report for the quarter ending on March 31, 2020.

Motion carried unanimously.

SIXTH ITEM OF BUSINESS:

Discussion and necessary action to amend City Council meeting rules of procedure.

In January of 2014 Council adopted formal meeting rules for the first time. This was done in accordance with the City Charter which states:

SECTION XVII. RULES OF CITY COUNCIL: The City Council shall determine its own rules of procedure and may compel the attendance of its members.

In April of 2016 the meeting rules were reviewed and updated once again. Most recently with the completion of the 86th legislature there were some changes to the open meetings act and public comment. We will plan to walk through and discuss some of the changes during the last legislature and inform Council on what options you have regarding public comment.

No recommendations are being made at this time for changes to the meeting rules. If after the discussion you would like to make some changes we can note what changes you would like to see and bring those back to Council at a future meeting date for consideration.

City of Levelland

City Council Meetings

Rules and Guidelines for Citizen Participation

Purpose – Meetings of the City Council are open to the public. The only exceptions to this are those specific matters for which state law permits deliberation, but not Council action, in closed meetings. Although state law mandates that the public has the right to attend, observe, and record public meetings, it does not confer a right to speak or participate. Nevertheless, in order to provide openness and transparency, and to encourage community participation in local government, the City Council adopts these guidelines and policies.

Standard of Conduct – All persons in attendance at the public meeting, including Council members, City staff, and other observers and participants, shall conduct themselves in a civil, respectfully, professional and controlled manner and will treat all others in attendance with respect. The use of vulgar, profane, inflammatory, or defamatory language is not permitted. Speakers shall not make personal, impertinent, profane or slanderous remarks. Individuals will refrain from private conversations while the City Council is in session.

Use of Microphones – All persons speaking during the meeting, including Council Members and others recognized by the Council to speak, shall assure their comments are included on the recording by using the microphone provided. Speakers from the audience shall approach the podium and speak clearly into the microphone in a controlled manner at a normal speech volume and rate, giving their name and address before making any other remarks. If a speaker is unable to approach the podium, the microphone will be brought to the speaker before comments may be made.

Participation by Meeting Observers – Except for Council members, City Staff, and others included in the planned Council presentation, any person wishing to speak shall register in advance and follow these procedures:

Registration – Other than Council members, City Staff, and others included in the planned Council presentation, any person wishing to address Council should register in advance on the Comment Form provided for that purpose. The form must be completed in full, signed, and turned in to the City Secretary prior to the start of the meeting. Information that must be included on the form includes:

- Commenter's name
- Commenter's address
- Agenda Item on which the commenter wishes to speak
- If commenting on a non-agenda subject under Statements by Citizens, the topic to be commented on must be included on the form
- The form must be completed and clearly written, any illegible forms will be disregarded
- A separate comment form must be completed for each agenda item and topic to be addressed. Citizens will not be allowed to make comments on topics for which they have not completed a registration form
- Once the meeting has been called to order, additional Comment Forms may not be submitted
- Comment Forms will be copied once the meeting starts and passed out to the members of the City Council

Length of Comments – Concerning both agenda items and statements by Citizens; speakers are requested to not substantially exceed three minutes. The presiding officer and Council may allow additional time in appropriate circumstances.

Time to Make Comments – The presiding officer shall use the registration forms for each agenda item to call upon each commenter at the appropriate time. Remarks should not be made until such time the presiding officer calls for the commenter to approach the podium.

Statements by Citizens – Statements by citizens on non-agenda items will normally be conducted at the beginning of each meeting, at which time those persons having requested an opportunity to speak will be called on. State law does not permit the Council to deliberate on non-agenda items.

Time to Make Comments - All comments, on both agenda items and other items, will be made at the beginning of the meeting under the Statement by Citizens agenda item. The presiding officer shall use the registration forms for each agenda item to call upon each commenter at the appropriate time. Remarks should not be made until such time the presiding officer calls for the commenter to approach the podium. State law does not permit the Council to deliberate on non-agenda items.

Additional Comments - When requested by a majority of Council members present, citizens may be asked for comments during the discussion of an agenda item and no preregistration is required.

Public Hearings – The Council will allow any interested speaker to participate in an official public hearing without signing up in advance provided the speaker complies with the remaining portions of these Rules and Guidelines. Only the subject of the public hearing may be addressed during the public hearing.

Enforcement – These guidelines shall be enforced by the presiding officer or a majority of the City Council present at the meeting. The Chief of Police shall assure that a certified peace officer from the Levelland Police Department is in attendance at each meeting to assist the City Council in enforcement if asked to do so.

Waiving of Procedures – A majority of the Council shall have the authority to waive and modify these procedures on an individual case basis.

Citizen Requests to Include Agenda Items – Citizens should always have the opportunity to request that matters of interest or concern to them be placed on the City Council's agenda for consideration and action. To do so, they may contact any member of the Council, the Mayor, or the City Manager with their request. Whoever the request is made to will then contact the

City Manager, who will inform each member, and if any two or more indicate that they want it placed on an agenda it will be.

City Council Action, Personnel Issues – The consideration of, and any action regarding, personnel issues – as opposed to matters concerning the operation of the various departments – are generally covered by the City Charter. Any citizen is entitled to bring any concern relating to city personnel to the Mayor or any Council member, who will then be obligated to see that the matter is brought to the attention of each of the other members. It will be the five Council members who will determine whether formal council action is appropriate.

No Council Action Required.

There being no further business the meeting was adjourned at 8:50 p.m.

Respectfully Submitted,

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

THE LEVELLAND CITY COUNCIL MET IN EMERGENCY SESSION ON THURSDAY, THE 30TH OF APRIL 2020 AT LEVELLAND CITY HALL, R. O. DENNIS COUNCIL CHAMBERS, 1709 AVENUE H, WITH THE FOLLOWING MEMBERS PRESENT:

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

In accordance with order of the Office of Governor issued March 16, 2020, the City Council of the City of Levelland conducted this meeting in the R.O. Dennis City Council Chambers, located at 1709 Avenue H, Levelland, Texas by video/telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). The members of the City Council participated in this meeting remotely through video conference providing for two-way video and audio communication for each member of the City Council.

Invocation was given by Mayor Pinner and Joe Bill Vardeman.

Statements by Citizens:

The meeting was conducted via zoom and live streamed via Facebook. The public was permitted to offer public comments during this portion of the meeting telephonically and via comments on the Facebook Live stream.

One comment was received.

FIRST ITEM OF BUSINESS:

Consider and take necessary action to approve Resolution 2020-15, regarding procedures, processes, timelines and priorities regarding lifting restrictions and regulations implemented during the COVID-19 Public Health Emergency

Motion by Joe Bill Vardeman

Seconded by Breann Buxkemper

To approve Resolution 2020-15.

Motion carried unanimously.

There being no further business the meeting was adjourned at 7:41 p.m.

Respectfully Submitted,

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

THE LEVELLAND CITY COUNCIL MET IN EMERGENCY SESSION ON THURSDAY, THE 7th OF MAY 2020 AT LEVELLAND CITY HALL, R. O. DENNIS COUNCIL CHAMBERS, 1709 AVENUE H, WITH THE FOLLOWING MEMBERS PRESENT:

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

In accordance with order of the Office of Governor issued March 16, 2020, the City Council of the City of Levelland conducted this meeting in the R.O. Dennis City Council Chambers, located at 1709 Avenue H, Levelland, Texas by video/telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). The members of the City Council participated in this meeting remotely through video conference providing for two-way video and audio communication for each member of the City Council.

Invocation was given by Jim Myatt.

Statements by Citizens: None

The meeting was conducted via zoom and live streamed via Facebook. The public was permitted to offer public comments during this portion of the meeting telephonically and via comments on the Facebook Live stream.

FIRST ITEM OF BUSINESS:

Consider and take necessary action to approve Resolution 2020-16, regarding 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 2020-16.

Motion carried unanimously.

There being no further business the meeting was adjourned at 7:24 p.m.

Respectfully Submitted,

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