



MINUTES

Of A

SPECIAL CALLED CITY COUNCIL MEETING

July 20, 2023

The City Council of the City of Longview, Texas, met in a Special Session, July 20, 2023, at 5:30 p.m. in the Council Chambers of the Jo Ann Metcalf Municipal Building. Mayor Andy Mack presided.

Members present were:

Members absent were:

Andy Mack
Tem Carpenter
Nona Snoddy
Wray Wade
John Nustad
Michelle Gamboa
Steven Pirtle

Staff members present were:

Rolin McPhee, City Manager
Angie Shepard, City Secretary
Robert Ray, City Attorney
Michael Shirley, Director of Development Services
Dwayne Archer, Director of Public Works
Laura Hill, Director of Grant Services
Mary Ann Hagenbucher, Assistant City Manager
J.P. Steelman, Fire Chief
Anthony Boone, Police Chief
Josh Gamble, Director of Information Technology
Bonnie Hubbard, Director of Administration
Shawn Hara, Director of Community Relations
John Albertson, Director of Parks and Recreation

- I. **Call to Order** – Meeting was called to order at 5:30 pm by Mayor Mack.
- II. **Invocation** – Prayer was led by Melanie Wright of Hannah House, which is a maternity home for women who have chosen life when faced with an unplanned pregnancy.
- III. **Pledge of Allegiance** – Maci Sterling of Hannah House led the pledge.
- IV. **Citizen Comment**
- V. **Presentation** - Presentation of the proposed FY2023-24 budget for the City of Longview –

Rolin McPhee, City Manager gave the overall budget for FY3-24:

- FY22-23 Review
- FY23-24 City Council Priorities
- FY23-24 Proposed Budget Goals
- ARPA Funds
- One-Time Revenues and Expenditures
- Across the Board Salary Increases
- Public Safety Health Investment
- Health Fund Balance and Health Plan
- General Fund Revenues, Expenditures, and Fund Balance
- Water and Sewer Rates
- Sanitation Rates
- Calendar

Our current fiscal year has definitely seen and endured a few things. I know we are all glad that the COVID pandemic has officially ended, however we continue to experience:

- COVID-19 Officially Ended
- Continued Challenges
 - Inflationary Pressures
 - Supply Chain Woes
 - Low Unemployment Rate
- Large number of vacancies assisted in absorbing inflationary pressures

The silver lining is that these vacancies have allowed us to absorb these inflationary pressures.

The ARPA funds slide from last year's budget presentation. If you recall, we had \$5.5 million remaining to leverage in this coming year's budget proposal.

Original funds – May 2021	\$ 8.52 M
\$10M Allowance to Support City Operations	- \$4.05M
Rehiring Frozen Positions	-\$ 1.30M
Drainage Projects	-\$ 2.12M
Second Distributions of Funds May 2022	+\$ 8.53M
Current Balance of Received Funds	\$ 9.57M
2023 budget Allocations	-\$ 4.04M
Balance of total funds remaining for FY23-24	\$ 5.53M
Armored Rescue Vehicle (BearCart)	- \$ 151K
Command Bud	-\$ 776K
 Balance	 \$4.63M

City Council Priorities for the upcoming year:

- Pay Increase for Public Safety
- Pay Plan
- \$15 per hour minimum entry level
- Management training
- Improved Accessibility for Training
- Updates from Departments Incorporated into City Communications
- Continued Customer Service Training
- Continued Increase of abandoned structure funding
- Improve litter collection efforts
- Continued focus on internal and external customer service
- Continued systematic replacement of Public Safety equipment
- Incentive pay for ambulance service

Last year, the main priority was to address Public Safety. This year, it was a priority to implement an across the board raise for retention of our employees and to assist with the rising cost of living. In addition, it was a priority to ensure that our general government employees be brought to 95% of Market Pay Rate.

Additionally, we needed to continue to absorb inflation through efficiency of operations. It was also a goal to maintain the drainage CIP and minimize financial burdens on resident's and customers.

Salary Increased and Pay Plan Implementation

Impact to General Fund Budget:	
Public Safety (5%)	\$1.6M
General Government (5%)	\$1.4M

General Government 95%of Market	\$789K
Total	\$3.7M

Health Fund Balance and Health Plan	
October 1, 2022	\$3.8M
October 1, 2023	\$4.0M

This year, we are prioritizing Public Safety Health Investment. Not only has the State Legislature prioritized this, it is imperative that we prioritize it as well. Recruiting is important, but retaining our employees by investing in their health is just as crucial. Over the past few years we have invested in:

- Bunker Gear – Protects from burns
- Extractors – Get carcinogenic materials out of clothes after a fire
- SCBA – Allow firefighters to breath safety during fires
- Fire Boots – Shoes that don't burn fighting wildfires
- Stryker Cots – Help firefighters lift/treat patients and avoid injuries.

In this year's proposal, I am including:

Helmet Initiative – will clean helmets of carcinogenic materials

In addition, The COVID pandemic created a toll on our medics. Just as is seen in the medical sector, many firefighters/medics are resigning due to the strain of increased calls and emotional toll on ambulance services. AS such, we need to provide incentive pay to encourage service on the ambulance to prevent burnout and ensure retention. Several other cities in our area are already doing this.

Recently, we have done some things to improve the overall health of our Police Department, many of which are a vital part of the new building:

- Recovery Room – Work is difficult, this lets them decompress after a traumatic moment.
- Lactation Room – Good for mothers and their children
- Exercise Room – Also include full lockers to encourage officers to bring workout gear and clothes
- Stairs! – Not just passive. LPD will promote their use.

Two items are included in this coming year's proposal. Police officers have some of the highest rates of heart attack, diabetes, and mental health issues from the job. Statistically, they are some of the most unhealthy occupations. In response, this budget aims to improve both physical and mental health. Particular initiatives to address these needs include:

Physical Fitness Incentive – State has prioritized this. This is a voluntary incentive.

Licensed Counselor available

The proposed tax rate remains unchanged, and the debt services and M&O rate remain largely the same.

It is worth noting that in the past decade our property tax rate has only increased due to voter-approved investment in our community.

.5789 is our current rate. Our tax assessor will be calculating the no-new revenue rate and voter approval rate; however, we believe the proposed rate will not meet a problematic threshold.

Sales Tax Revenue Comparison - . We do anticipate a slight increase; however, not near the one experienced this fiscal year. It is and has been a stable form of revenue for our City.

As I stated earlier, I'd explain our ARPA funds used for water and sewer infrastructure. Our last rate increase occurred in FY20. My budget proposal does not include a water and sewer rate increase.

By using the ARPA funds to reinvest in our water and sewer, we are able to defer the rate increase and prevent increased costs to our customers. Providing this relief to our ratepayers is exactly what the Federal Government intended with these ARPA funds.

However, the same cannot be said for Sanitation. In recent years City Council chose not to raise our customers rates due to the financial strain of the COVID pandemic and inflationary pressures. With that in mind, we have absorbed increased costs for several years, but this is no longer sustainable.

Just these increases (+ Labor and Supplies) would equate to a total of **\$1.98** increase monthly to customers.

Fortunately, we were able to use the remaining ARPA funds innovatively, and, in doing so, were able to minimize the financial impact to our customer, as the federal government intended.

So, our total budget calls for about \$217 million in spending across our general fund and other funds.

This budget addresses Council priorities, provides financial support to recruit and retain an exemplary work force, and minimizes any financial burden to our residents and customers.

	FY22-23	FY23-24
General Fund	\$92,843,485	\$95,743,287
Enterprise Funds	\$44,659,494	\$443,989,741
Special Revenue funds	\$32,800,600	\$33,906,714
Internal Service Funds	\$22,092,168	\$23,292,159
Debt Service Funds	\$22,781,982	\$20,428,851
TOTAL BUDGET	\$211,177,729	\$217,360,752

VI. Consent Agenda

- A. **Consider a Resolution establishing the date, time, and place for a public hearing on the proposed FY2023-24 budget –**

Angela Coen, Director of Finance was present and requested the Council to consider the approval of a Resolution establishing the date, time and place for a public hearing on the proposed FY2023-24 budget.

The following Resolution was approved:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, TEXAS, ESTABLISHING THE DATE, TIME, AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED FY2023-24 BUDGET; DIRECTING THE CITY SECRETARY TO POST AND PUBLISH SAID HEARING AS REQUIRED BY LAW; DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS APPROVED COMPLIED WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

Such Resolution No 6178 appears in the Resolution and Ordinance records of the City of Longview.

- B. **Consider a Resolution authorizing and directing the City Manager or the City Manager’s designee to execute any necessary documents for the purchase of one (1) “Camera Van” Ford E-450 Sewer Inspection**

via the city's purchasing agreement with the local government purchasing cooperative administered by the Texas Association of School Boards ("TASB Buyboard") for an amount not to exceed \$183,888.00 from the fiscal year 2022-2023 appropriated budget –

Dwayne Archer, Public Works Director was present and requested the Council to consider the approval of a Resolution adopting the purchase of one (1) "Camera Van" Ford E-450 Sewer Inspection Van. This Camera Van will replace the existing truck in the fleet which was involved in a collision on 4/13/23, resulting in a total loss of the unit. The total of this transaction for the 1 Camera Van will not exceed \$183,888.00.

This includes One (1) Ford E-450 Chassis and one (1) CUES Box/Build.

The City recommends purchasing this Van using the Texas Local Government Purchasing Cooperative – Buyboard and their authorized reseller, Rush Truck Center. The equipment listed has been properly bid and by purchasing from this purchasing cooperative agreement, we fulfill bidding requirements under Chapter 252 of the Local Government Code.

This Van will be purchased with funds from the Vehicle Replacement Fund.

The following Resolution was approved:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, TEXAS, AUTHORIZING THE PURCHASE OF ONE "CAMERA VAN" FORD E-450 SEWER INSPECTION VAN VIA THE CITY'S PURCHASING AGREEMENT WITH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ADMINISTERED BY THE TEXAS ASSOCIATION OF SCHOOL BOARDS ("TASB BUYBOARD") FOR AN AMOUNT NOT TO EXCEED \$183,888.00; AUTHORIZING AND DIRECTING THE CITY MANAGER, OR THE CITY MANAGER'S DESIGNEE AND/OR OTHER OFFICIAL(S) OF THE CITY AS SHALL BE REQUIRED TO EXECUTE ANY DOCUMENTS NECESSARY FOR SAID PURCHASE; SETTING FORTH THE CONDITIONS OF SUCH AUTHORIZATION; DETERMINING THAT SAID PURCHASE IS EXEMPT FROM STATE COMPETITIVE PURCHASING REQUIREMENTS; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS APPROVED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

Such Resolution No. 6179 appears in the Resolution and Ordinance records of the City of Longview.

- C. Consider a Resolution authorizing the City of Longview to accept and expend grant funds in an amount not to exceed \$900.00 from the Walmart Community Grant Program (Store #399) to assist the Longview Police Department's Homeless Outreach Initiative in acquiring supplies –**

Chief Anthony Boone, Longview Police Department was present and requested the Council to consider the approval of a Resolution authorizing the acceptance of funds from the Walmart Community Grant Program - Store #399 for the Homeless Outreach Initiative provided by the Longview Police Department. Funds received would assist with expenses for supplies.

The following Resolution was approved:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, TEXAS, AUTHORIZING THE CITY OF LONGVIEW TO APPLY FOR, ACCEPT AND EXPEND GRANT FUNDS IN AN AMOUNT NOT TO EXCEED \$900.00 FROM THE WALMART COMMUNITY GRANT PROGRAM TO ASSIST THE CITY OF LONGVIEW POLICE DEPARTMENT WITH THEIR HOMELESS OUTREACH INITIATIVE; AUTHORIZING THE TIMELY SUBMITTAL OF SAID APPLICATION; AUTHORIZING THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS INCIDENT TO APPLYING FOR, SECURING AND EXPENDING SAID GRANT; PROVIDING FOR COMPLIANCE WITH ALL APPLICABLE PROGRAM RULES; PROVIDING FOR FUNDING; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS APPROVED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

Such Resolution No. 6180 appears in the Resolution and Ordinance records of the City of Longview.

- D. Consider an Ordinance amending the budget for the City of Longview, Texas, for Fiscal Year 2022-2023 by allocating fund balance from the Risk Fund for general liability expenditures in the amount of \$70,730 to account 200-19-700-000-55205 for the increase of expenses and by allocating fund balance from the Risk Fund for general liability expenditures in the amount of \$158,537 to account 200-19-703-000-55035 for the increase of expenses**

Bonnie Hubbard, Director of Administration was present and requested the Council to consider the approval of an Ordinance adopting the budget amendment for General Liability. The General Liability Fund consists of both Risk Management and Worker's Compensation expenses. Due to an increase of expenses, a budget amendment is necessary to use funds from the General Liability fund balance to meet budget this fiscal year.

For the Risk Management account, \$70,730 is being requested due to an increase of drug and alcohol testing costs for pre-employment screenings. There has also been more property damage, due to storms, to City property that was unable to be filed on Texas Municipal League insurance, as it did not exceed the deductible amount.

For Worker's Compensation account, \$158,537 is being requested due to late bills received for a past fiscal year and an increase in on the job accidents with increased drug and alcohol test cost.

A total of \$229,267 is necessary to move from the fund balance into the General Liability FY 22/23 budgeted account. Following this transfer, the fund balance will have a balance of \$209,460.

The following Ordinance was approved:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, TEXAS, AMENDING THE BUDGET FOR THE CITY OF LONGVIEW, TEXAS, FOR FISCAL YEAR 2022-2023 BY ALLOCATING FUND BALANCE IN THE AMOUNT OF \$70,730 TO ACCOUNT 200-19-700-000-55205 FOR THE INCREASE OF EXPENSES AND BY ALLOCATING FUND BALANCE IN THE AMOUNT OF \$158,537 TO ACCOUNT 200-19-703-000-55035 FOR THE INCREASE OF EXPENSES; PROVIDING FOR FILING WITH THE COUNTY CLERKS OF GREGG AND HARRISON COUNTIES; DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE WAS APPROVED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING OTHER

**FINDINGS AND PROVISIONS RELATED TO THE
SUBJECT; AND PROVIDING AN EFFECTIVE DATE.**

Such Ordinance No. 4450 appears in the Resolution and Ordinance records of the City of Longview.

- E. Consider a Resolution authorizing and directing the City Manager or the City Manager's designee to execute any necessary documents for the purchase of Emergency Medical Services (EMS) Billing and Patient Care Reporting software subscription & maintenance –**

JP Steelman, Fire Chief was present and requested the Council to consider the approval of a Resolution allowing for the execution of a 60 month service agreement with Zoll Data Systems for ongoing subscription and maintenance of the EMS Billing & Patient Care Reporting (PCR) software currently in place.

System maintenance and management is required on an ongoing basis to allow for functional system operations. Zoll Data Systems is the only authorized provider for these services.

The maintenance service agreement covers subscription and maintenance for a period of 60 months for an amount that shall not exceed \$413,907.60.

The following Resolution was approved:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, TEXAS, AUTHORIZING THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE TO NEGOTIATE, FINALIZE AND EXECUTE AGREEMENTS BY AND BETWEEN THE CITY OF LONGVIEW, TEXAS, AND ZOLL DATA SYSTEMS FOR EMS BILLING & PATIENT CARE REPORTING SOFTWARE SUBSCRIPTION & MAINTENANCE; MAKING THE AUTHORIZATIONS PROVIDED HEREIN CONTINGENT UPON CERTAIN CONDITIONS; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION WAS APPROVED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

Such Resolution No. 6181 appears in the Resolution and Ordinance records of the City of Longview.

F. Consider a Resolution authorizing and directing the City Manager or the City Manager's designee to execute a memorandum of understanding between the City of Longview and the Texas Department of Public Safety for participation in the Commercial Vehicle Enforcement Program –

Anthony Boone, Police Chief was present and requested the Council to consider the approval of a Resolution adopting the Memorandum of Understanding with the Texas Department of Public Safety to the participate in a Commercial Vehicle Program to maximize the utilization of commercial motor vehicles, driver, and cargo inspection resources, avoid duplication of effort, expand the number of inspections, advance uniformity of inspections, and minimize delays in enforcement activities.

A Memorandum of Understanding to continue this program is completed every two years.

The following Resolution was approved:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, TEXAS, AUTHORIZING AND DIRECTING THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF LONGVIEW, TEXAS, AND THE TEXAS DEPARTMENT OF PUBLIC SAFETY FOR PARTICIPATION IN THE COMMERCIAL VEHICLE ENFORCEMENT AUTHORITY PROGRAM; CONDITIONING SAID AUTHORIZATION ON THE RECEIPT OF ALL DOCUMENTS NECESSARY FOR THE ABOVE REFERENCED MEMORANDUM IN A FORM ACCEPTABLE TO THE CITY ATTORNEY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION WAS APPROVED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

Such Resolution No. 6182 appears in the Resolution and Ordinance records of the City of Longview.

G. Consider approval of the June 8 and June 22, 2023, minutes –

Angie Shepard, City Secretary was present and requested the Council to consider the approval of the June 8 and June 22, 2023 minutes.

MOTION: Council Member Snoddy made a motion to approve the consent agenda.

SECOND: Council Member Gamboa seconded the motion.

VOTE:	Council Member Carpenter	Yes
	Council Member Snoddy	Yes
	Council Member Wade	Yes
	Council Member Nustad	Yes
	Council Member Gamboa	Yes
	Council Member Pirtle	Yes
	Mayor Mack	Yes

VOTE: The motion carried unanimously (7, 0).

VII. Items of Community Interest

XI. Adjourn

The meeting was adjourned at 6:06 p.m.

[seal]

Angie Shepard
City Secretary

