



CITY COUNCIL AGENDA

NOTICE IS GIVEN THAT THE CITY COUNCIL OF THE CITY OF LAMESA, TEXAS, WILL MEET IN A REGULARLY SCHEDULED MEETING AT 5:30 P.M. ON TUESDAY, SEPTEMBER 6, 2016, 601 SOUTH FIRST STREET, FOR THE PURPOSE OF CONSIDERING AND TAKING OFFICIAL ACTION ON THE FOLLOWING ITEMS:

1. **CALL TO ORDER:**
2. **INVOCATION:**
3. **CONSENT AGENDA:** All consent agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.
 - a. **APPROVAL OF THE MINUTES:** Approval of the minutes of the council meeting held on August 30, 2016.
4. **BASEBALL/SOFTBALL POLICY AD HOC COMMITTEE:** City Council to consider approving the establishment of an ad hoc committee to review the City's baseball/softball park policy.
5. **ACCEPTANCE OF FISCAL YEAR 2017 TxDOT AIRPORT RAMP GRANT:** Consider passing a resolution approving the acceptance of the 2017 TxDOT Airport Ramp Grant (\$75,000) providing State financial assistance exclusively for annual routine maintenance projects authorizing the Mayor to act as the City's Chief Executive Officer and authorizing City Manager Shawna D. Burkhart as the authorized representative in all matters pertaining to said grant application (State portion - \$37,500, City portion - \$18,750 and County portion - \$18,750, City/County portions paid by Lamesa Municipal Airport Board).
6. **AMEND PERSONNEL POLICY:** City Council to consider amending the City's Personnel Policy, *Section 5:01.05 - Improper Use of City-owned Vehicles* to reflect additional language regarding usage of City vehicles outside of the City limits for personal use.
7. **APPROVAL OF FY 2016/2017 LEDC/LEAP BUDGET:** City Council to consider approving FY 2016/2017 LEDC and LEAP annual budgets.

8. **FISCAL YEAR OCTOBER 2016-2017 BUDGET - ADOPTION:** Consider passing an ordinance on second reading with record vote in accordance with State Law (Local Government Code, Chapter 102, Section 102.007) providing funds for the Fiscal Year beginning October 1, 2016, and ending September 30, 2017, by approving the budget for said period and appropriating and setting aside the necessary funds out of the General Fund, Water/Wastewater, Solid Waste funds for the maintenance and operation of the various departments and for various activities and improvements to the City.

THIS PROPOSED BUDGET WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$240,458 WHICH IS A 12.19 PERCENT INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$4.

9. **2nd PUBLIC HEARING - AD VALOREM TAX RATE – 2016:** 2nd Public Hearing on a proposed property tax rate of \$.827521 for 2016. This tax rate will raise \$2,213,533 which is \$240,458 more than taxes imposed last year.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.99 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$56.19 {Section 26.05(b)1(A&B) OF THE PROPERTY TAX CODE}.

10. **CITY MANAGER REPORT:** City Manager to report on current activities and answer questions from the City Council.

11. **MAYORS REPORT:** Mayor to report on future plans and goals.

12. **ADJOURNMENT:** *The next regularly scheduled meetings of the City Council of the City of Lamesa will be September 6, 2016 at 5:30 P.M.*


Upcoming Meetings

- September 13, 2016: City Council Meeting (1st Reading of Ordinance Adopting Tax Rate)
- September 20, 2016: City Council Meeting (2nd Reading of Ordinance Adopting of Tax Rate)

CLOSED MEETINGS

The City Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

PUBLIC PARTICIPATION

 The meeting will be held pursuant to the provisions of the Texas Open Meetings Act (Govt. Code, Chapter 551). Discussion and actions are limited to the agenda items listed above. Persons desiring to address the City Council or express their opinion about a particular item on this agenda should notify the City Secretary before the meeting. Persons desiring to present other business or discuss matters not on this agenda should submit a request in writing to the City Secretary by the end of business hours on the Wednesday before the next meeting in order to be considered for inclusion on that agenda.

MEETING ACCESSIBILITY

Upon request, auxiliary aids and services will be provided to an individual with a disability in order to allow them to effectively participate in the city council meeting. Those requesting auxiliary aids or services should notify the contact person listed below at least twenty-four hours prior to the meeting by mail, telephone or RELAY Texas (1-800-735-2989)

Contact: Norma Garcia at 806-872-4322

✉ 601 South First Street, Lamesa, Texas 79331

☎ **Telephone** - (806) 872-4322

📠 **Fax** - (806) 872-4338

CERTIFICATION OF NOTICE

I certify this agenda was posted at the City Hall, 601 South First Street, Lamesa, Texas at **4:45 p.m., September 2nd, 2016** in accordance with Chapter 551.041 of the Government Code.

Norma Garcia, City Secretary



City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEMS: 1 & 2

1. **CALL TO ORDER:** *Announcement by the Mayor.* "This meeting is being held in accordance with the provisions of the Texas Open Meetings Act (Govt. Code, Chapter 551). Discussion and actions are limited to the agenda items as posted. Persons desiring to address the City Council or express their opinion about a particular item on this agenda should complete a request at this time. Persons desiring to present other business or discuss matters not on this agenda should submit a request in writing to the City Secretary in order to be considered for inclusion on the agenda of the next meeting. A quorum being present as evidenced by the presence of ____ members of the City Council, this meeting is hereby called to order."

The following members are present:

JOSH STEVENS	Mayor
BRANT STEWART	Council Member – District 1
MARIE A. BRISENO	Council Member – District 2
FABIAN RUBIO	Council Member – District 3
BOBBY G. GONZALES	Council Member - District 4
FRED VERA	Council Member – District 5
CHANCE BRITT	Mayor Pro-tem/Council Member – District 6

City Staff members present at the meeting:

SHAWNA D. BURKHART	City Manager
NORMA GARCIA	City Secretary
RUSSELL CASSELBERRY	Attorney

Members of the press present at the meeting:

Members of the public present at the meeting:

2. **INVOCATION:**
AND PLEDGE OF ALLEGIANCE.



City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 3

SUBJECT: **CONSENT AGENDA ITEMS**
PROCEEDING: Approval
SUBMITTED BY: City Staff

SUMMARY STATEMENT

All consent agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

- a. **APPROVAL OF THE MINUTES:** Approval of the minutes of the council meeting held on August 30, 2016.

COUNCIL ACTION

DISCUSSION _____

Motion by Council Member _____ to approve Item 3a. Motion seconded by Council Member _____ and upon being put to a vote the motion _____.

VOTING: "AYE" _____ "NAY" _____ "ABSTAIN" _____

CITY MANAGER'S MEMORANDUM

These items are considered to be non-controversial, but do require formal council approval. If a council member objects to a consent item, it is removed from the list and separate action is taken on the item(s). If a council member questions a consent item, but not so strongly as to require that it be removed from the list, his/her "no" vote or abstention can be entered in the minutes when the consent vote is taken. **Recommend approval.**

THE STATE OF TEXAS }
COUNTY OF DAWSON }
CITY OF LAMESA }

**MINUTES OF THE CITY COUNCIL REGULARLY CALLED MEETING:
AUGUST 30, 2016**

On this the 30TH day of August, 2016, at 5:30 P.M. there came on and was held a regularly called meeting of the City Council of the City of Lamesa, Dawson County, Texas. Notice of such meeting having been posted at the City Hall at 601 South First Street in the City of Lamesa, Texas in accordance with the provisions of the Texas Open Meetings Act (Texas Govt. Code, Chapter 551). The following items were listed on the notice and the following proceedings were had, viz.:

CALL TO ORDER: Mayor Stevens announced that the meeting was being held in accordance with the provisions of the Texas Open Meetings Act (Texas Govt. Code, Chapter 551), and that discussion and actions are limited to the agenda items as posted. A quorum being present as evidenced by the presence 7 the Council Members were present:

JOSH STEVENS	MAYOR
MARIE BRISENO	COUNCIL MEMBER – DISTRICT 2
BRANT STEWART	COUNCIL MEMBER – DISTRICT 1
BOBBY G. GONZALES	COUNCIL MEMBER – DISTRICT 4
FABIAN RUBIO	COUNCIL MEMBER – DISTRICT 3
FRED VERA	COUNCIL MEMBER – DISTRICT 5
CHANCE BRITT	MAYOR PRO-TEM/COUNCIL DISTRICT 6

City staff members present at the meeting:

SHAWNA D. BURKHART	CITY MANAGER
NORMA GARCIA	CITY SECRETARY
RUSSELL CASSELBERRY	CITY ATTORNEY

Members of the public present at the meeting:

Herrel Hallmark	Levi Roberts	Nathan Tafoya	Wayne Smith
Eddie Schwartz	Sylvia Dimas	Victor Dimas	Robin Wiley
Ida Rodriguez	Robert Ramirez	Gloria Tejeda	Chief Dale Alwan
Jay Porterfield	Irma Ramirez	Wayne Chapman	Larry Duyck
Terri Stahl	Cary White	Kaci Porterfield	Claudia Morales
Judge Leticia Dimas	Joe Vera	Alfred Morales Jr.	Patricio Hernandez
Steve Alexander	Sam Lopez	Brant Quintanilla	Benjamin Rendon
Ernest Ogeda	Arlene Jimenez	Pete Gonzales	Richard Reyes

Jason Wiley	Mario Ortiz	Bob Henderson	Shane Adams
Kip Culp	Michael Lopez	Leigh Ann Archer	Steven Archer
Elario Garza	Chris Vasquez	Ginny Vasquez	Lana Gonzales
Tammy Vidal	John Salinas	Isaac Liscano	Manuel Vasquez
Edward Schwartz	Shandi Adams	Jonathon Bolton	Jaken Bolton
Mason Bolton	Bethanie Bolton	Tommy Arguijo	Billy Vogler
Willie Ortiz	Christopher Perez		

Invocation was given by Council Member Bobby Gonzales.

CONSENT AGENDA: All consent agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

- a. **APPROVAL OF THE MINUTES:** Approval of the minutes of the council meetings held on August 30, 2016.

Motion by Council Member Briseno to approve items 3 a. Motion seconded by Council Member Britt and upon being put to a vote the motion passed.

VOTING: "AYE" 7 "NAY" 0 "ABSTAIN" 0

AMEND RECREATIONAL VEHICLE ORDINANCE: Consider passing an Ordinance on second reading amending Article 3.09 of the Ordinances of the city of Lamesa, Texas, entitled "Recreational Vehicle Parks and Recreational Vehicles" to add Section 3.09.014 (6) to provide for an additional temporary permitted occupancy of a recreational vehicle.

Motion by Council Member Vera to pass an Ordinance on second reading amending Article 3.09 of the Ordinances of the city of Lamesa, Texas, Entitled "Recreational Vehicle Parks and Recreational Vehicles" to add Section 3.09.014 (6) to provide for an additional temporary permitted occupancy of a recreational vehicle. Motion seconded by Council Member Rubio and upon being put to a vote the motion passed.

VOTING: "AYE" 7 "NAY" 0 "ABSTAIN" 0

PUBLIC HEARING - NUISANCE PROPERTY REMOVAL OR DEMOLITION: Public hearing to determine whether buildings located at the following location:

EAST 2.5FT OF LOT 7 AND ALL OF LOT 8, BLOCK C, OF THE M. C. LINDSEY ADDITION TO THE CITY OF LAMESA, DAWSON COUNTY, TEXAS, (1012 S. 3rd) AND OWNED BY NARCISSA ORTIZ C/O YOLANDA GONZALES AND/OR CHARLIE LOPEZ.

are vacant and dangerous and constitute a public nuisance within the terms of the Substandard Building Ordinance of the City of Lamesa; and if such buildings are found to be so dilapidated, damaged or decayed as to be beyond repair, to consider passing resolution ordering the demolition of said buildings.

Per Wayne Smith, this item was passed by City Council until further notice.

NUISANCE PROPERTY REMOVAL OR DEMOLITION: Consider passing a resolution finding the structure located on the above property to be uninhabitable, deteriorated, dangerous, and a substandard structure, which constitutes a public nuisance within the terms of the Substandard Building Ordinance of the City of Lamesa and ordering the removal or demolition of such substandard structure.

EAST 2.5FT OF LOT 7 AND ALL OF LOT 8, BLOCK C, OF THE M. C. LINDSEY ADDITION TO THE CITY OF LAMESA, DAWSON COUNTY, TEXAS, (1012 S. 3rd) AND OWNED BY NARCISSA ORTIZ C/O YOLANDA GONZALES AND/OR CHARLIE LOPEZ.

Per City Council, this item was requested to be passed by Wayne Smith until further notice.

BUDGET AMENDMENT V: City Council to consider amending Ordinance O-14-15 on second reading with respect to October 1, 2015 fiscal year budget.

Motion by Council Member Stewart to pass an Ordinance on second reading. Motion seconded by Council Member Britt and upon being put to a vote the motion passed.

VOTING: "AYE" 7 "NAY" 0 "ABSTAIN" 0

REQUEST FOR REZONING – (1600 N. BRYAN AVENUE): Consider passing an Ordinance on second reading granting a zone change for a tract of land described as a 7.99 acre tract out of section 72, Block 35, T-6-N, Georgetown Ry. Co. Survey, in Dawson County, Texas from District R-2 to District R-3.

A 7.99 ACRE TRACT OUT OF SECTION 72, BLOCK 35, T-6-N, GEORGETOWN RY. CO. SURVEY, IN DAWSON COUNTY, TEXAS, DESCRIBED BY METES AND BOUNDS IN THAT WARRANTY DEED DATED OCTOBER 12, 1956, AND RECORDED IN VOLUME 151, PAGE 301, OF THE DEED OF RECORDS OF DAWSON COUNTY, TEXAS.

Motion by Council Member Britt to change the zone from R-2 to R-3 subject to a deed restriction to be no multi-family housing and acceptance to deed restrictions for the property at 1600 N. Bryan Avenue. Motion seconded by Council Member Gonzales and upon being put to a vote the motion passed.

VOTING: "AYE" 7 "NAY" 0 "ABSTAIN" 0

PUBLIC HEARING ON ZONE CHANGE – (100 N. 7TH STREET): Public hearing of the rezoning petition of Danny Green (PO Box 25, Sundown, TX 79372), State Street Development and The Lamesa FAM LP to change the zoning designation of 100 N. 7th Street from: I-2 Heavy Industry to R-3 Apartment District, Multi-family Dwellings for apartments for the following property:

A 7.246 ACRE TRACT DESCRIBED AS ALL OF LOT 5 AND LOT 6, LAMESA INDUSTRIAL PARK, AN ADDITION TO THE CITY OF LAMESA OUT OF SECTION 71, BLOCK 35, T-6-N, T.& P. Ry. CO. SURVEY, IN DAWSON COUNTY, TEXAS, AND PART OF THE SOUTH PLAINS AND LAMESA RAILROAD RIGHT-OF-WAY LYING WESTERLY OF SAID LOTS.

Mayor Stevens announced the opening of the request for zone change at 100 N. 7th Street. Wayne Smith, Building Inspector, gave a brief overview of the request for zoning change and stated that the Planning and Zoning Board had voted to approve the request. Mr. Smith stated that 18 letters had been sent out to residents owning property in the 200-foot radius as per City ordinance and no response was received back.

There being no other person wishing to speak, the public hearing was closed.

REQUEST FOR REZONING – (100 N. 7th Street): Consider passing an Ordinance on first reading granting a rezoning from I-2 Heavy Industry to R-3 Apartment District, Multi-family Dwellings for apartments for the following property:

A 7.246 ACRE TRACT DESCRIBED AS ALL OF LOT 5 AND LOT 6, LAMESA INDUSTRIAL PARK, AN ADDITION TO THE CITY OF LAMESA OUT OF SECTION 71, BLOCK 35, T-6-N, T.& P. Ry. CO. SURVEY, IN DAWSON COUNTY, TEXAS, AND PART OF THE SOUTH PLAINS AND LAMESA RAILROAD RIGHT-OF-WAY LYING WESTERLY OF SAID LOTS.

Per City Council, this item was requested to be passed by Wayne Smith until further notice.

DISCUSSION OF TAKE HOME VEHICLE POLICY: City Council to discuss and direct staff to make desired changes to the Take Home Vehicle Policy.

Council Member Vera stated, he would like to add to the Vehicle Policy Section 5:01.05, that a City-Owned Vehicle should not be allowed out of town for personal use and be brought back on the next meeting.
No was action taken on this item.

DISCUSSION OF PARKS & RECREATION RENTAL POLICY: City Council to discuss and direct staff to make desired changes to the W.M. "Bill" Weaver Sports Complex Rental Policy in the action taken in the minutes of the City Council Meeting dated April 15, 2014.

Public comments by Shane Adams, Jay Porterfield, and Michael Lopez to explain they were all opposed to the proposed maintenance fee charged to city/travel baseball and softball leagues.

No was action taken on this item.

PUBLIC HEARING - FISCAL YEAR 2016-2017 ANNUAL BUDGET: Convene a public hearing, in accordance with State Law (Local Government Code, Chapter 102, Section 102.006), to hear a report from the City Manager and to hear comments from the public regarding the proposed Annual Budget for Fiscal Year 2016-2017 beginning on October 1, 2016 and ending September 30, 2017.

THIS PROPOSED BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$240,458 OR 12.19%, AND OF THAT AMOUNT, \$4 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

City Manager Shawna Burkhart gave a brief overview of the proposed city budget for fiscal year 2016-2017. Mayor Stevens announced the opening of a public hearing on the proposed budget for Fiscal Year 2016-2017. Councilman Vera, Mayor Stevens, Councilman Britt and Council woman Briseno spoke. There being no other person wishing to speak, the public hearing was closed.

FISCAL YEAR OCTOBER 2016-2017 BUDGET - ADOPTION: Consider passing an ordinance on first reading with record vote in accordance with State Law (Local Government Code, Chapter 102, Section 102.007) providing funds for the Fiscal Year beginning October 1, 2016, and ending September 30, 2017, by approving the budget for said period and appropriating and setting aside the necessary funds out of the General Fund, Water/Wastewater, Solid Waste funds for the maintenance and operation of the various departments and for various activities and improvements to the City.

THIS PROPOSED BUDGET WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$240,458 WHICH IS A 12.19 PERCENT INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$4.

Motion by Council Member Britt to pass an ordinance on first reading Consider passing an ordinance on first reading adopting the proposed Annual Budget for Fiscal Year 2016-2017 beginning on October 1, 2016. Motion seconded by Council Member Rubio and upon being put to a vote the motion passed.

RECORD VOTE REQUIRED: VOTE BY SHOW OF HANDS

VOTING	"AYE"	"NAY"	"ABSTAIN"
Josh Stevens	<u>X</u>	<u> </u>	<u> </u>
Brant Stewart	<u>X</u>	<u> </u>	<u> </u>
Marie A. Briseno	<u> </u>	<u>X</u>	<u> </u>
Fabian Rubio	<u>X</u>	<u> </u>	<u> </u>
Bobby Gonzales	<u>X</u>	<u> </u>	<u> </u>
Fred Vera	<u> </u>	<u>X</u>	<u> </u>
Chance Britt	<u>X</u>	<u> </u>	<u> </u>

1ST PUBLIC HEARING - AD VALOREM TAX RATE – 2016: 1ST Public Hearing on a proposed property tax rate of \$.827521 for 2016. This tax rate will raise \$2,213,533 which is \$240,458 more than taxes imposed last year.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.99 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$56.19 {Section 26.05(b)1(A&B) OF THE PROPERTY TAX CODE}.

Mayor Stevens announced the opening of a public hearing on a proposed hearing on a proposed property tax rate of 0.827521 for 2016. This tax rate will raise \$ 2,213,533 which is \$240,458 more than taxes imposed last year.

There being no person wishing to speak, the public hearing was closed.

FINANCIAL REPORT: Finance Director reported city's finances.

CITY MANAGER REPORT: City Manager to report on current activities and answer questions from the City Council.

MAYORS REPORT: Mayor to report on future plans and goals.

ADJOURNMENT: The next regularly scheduled meetings of the City Council of the City of Lamesa will be September 6, 2016, at 5:30 P.M. There being no other business, the meeting was adjourned.

Pursuant to the provisions of the Texas Open Meetings Act, the City Council certifies that the items above are a full record of the subject matter of each deliberation and indicates each vote, order, decision or other action taken by the City Council of the City of Lamesa, Texas at the meeting held on the date indicated above. Ratified and approved at the special called meeting of the City Council of the City of Lamesa, Texas held on August 30, 2016.

Upcoming Meetings

- **September 6, 2016: City Council Meeting**
- **September 13, 2016: City Council Meeting**
- **September 20, 2016: City Council Meeting**

ATTEST:

APPROVED:

Norma Garcia
City Secretary

Josh Stevens
Mayor

City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 4

SUBJECT: **BASEBALL/SOFTBALL POLICY AD HOC COMMITTEE**
PROCEEDING: Approval
SUBMITTED BY: City Staff
AUTHORITY:

SUMMARY STATEMENT

City Council to consider approving the establishment of an ad hoc committee to review the City's baseball/softball park policy.

COUNCIL ACTION

DISCUSSION _____

Motion by Council Member _____ to approve the establishment of an ad hoc committee to review the City's baseball/softball park policy. Motion seconded by Council Member _____ and upon being put to a vote the motion _____.

VOTING: "AYE" _____ "NAY" _____ "ABSTAIN" _____

CITY MANAGER'S MEMORANDUM

Recommend approval.

City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 5

SUBJECT: ACCEPTANCE OF FISCAL YEAR 2017 TxDOT AIRPORT RAMP GRANT
PROCEEDING: Approval
SUBMITTED BY: City Staff
EXHIBITS: TxDOT Grant for Routine Airport Maintenance Program Document – M1605LAME
AUTHORITY: Municipal Airports Act, Article 46d-14 and Local Government Code, Section 241.031 and City Charter

SUMMARY STATEMENT

Consider passing a resolution approving the acceptance of the 2017 TxDOT Airport Ramp Grant (\$75,000) providing State financial assistance exclusively for annual routine maintenance projects authorizing the Mayor to act as the City's Chief Executive Officer and authorizing City Manager Shawna D. Burkhart as the authorized representative in all matters pertaining to said grant application (State portion - \$37,500, City portion - \$18,750 and County portion - \$18,750, City/County portions paid by Lamesa Municipal Airport Board).

COUNCIL ACTION

Motion by Council Member _____ to pass a resolution to submit an application for FY 2017 TxDOT Routine Airport Maintenance Grant with a 50% grant match to be equally funded by the City of Lamesa and Dawson County. Motion seconded by Council Member _____ and upon being put to a vote the motion _____.

VOTING: "AYE" _____ "NAY" _____ "ABSTAIN" _____

CITY MANAGER'S MEMORANDUM

City staff recommends approval of this item.

RESOLUTION NO: R-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAMESA, TEXAS, ACCEPTING A FISCAL YEAR 2016 TXDOT GENERAL ROUTINE AIRPORT MAINTENANCE PROGRAM GRANT AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO SAID GRANT.

On this the 15th day of September, 2016, there came on and was held at the regular meeting place, the City Hall, an open meeting of the City Council of the City of Lamesa, Texas, held pursuant to the provisions of the Texas Open Meetings Act (Texas Govt. Code, Chapter 551); and there being a quorum present and acting throughout the meeting, the following resolution was formally submitted by motion and duly seconded for the consideration and action of the meeting, to wit:

WHEREAS, the City Council of the City of Lamesa, wishes to accept a Fiscal Year 2016 TxDot General Routine Airport Maintenance Program Grant made upon application of the City; and

WHEREAS, the City Council wishes to authorize the Mayor of the City to execute any and all documents required in connection with such Grant.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAMESA, TEXAS:

That the City of Lamesa hereby accepts the Fiscal Year 2016 TxDOT General Routine Airport Maintenance Program (RAMP) Grant; and

That Josh Stevens, the Mayor of the City of Lamesa be, and he is hereby, authorized to execute any and all documents required in connection with such Grant on behalf of the City of Lamesa.

Upon being put to a vote, the resolution was Passed, Approved, and Adopted this 13th day of September, 2016, by a majority vote and ordered to be spread upon the minutes of the Council of the City of Lamesa, Texas, and recorded in the resolution book thereafter.

ATTEST:

APPROVED:

Norma Garcia
City Secretary

Josh Stevens
Mayor

**TEXAS DEPARTMENT OF TRANSPORTATION
GRANT FOR ROUTINE AIRPORT MAINTENANCE PROGRAM**

(State Assisted Airport Routine Maintenance)

TxDOT Project ID: M1705LAME

Part I - Identification of the Project

TO: The City of Lamesa and Dawson County, Texas

FROM: The State of Texas, acting through the Texas Department of Transportation

This Grant is made between the Texas Department of Transportation, (hereinafter referred to as the "State"), on behalf of the State of Texas, and the City of Lamesa and Dawson County, Texas, (hereinafter referred to as the "Sponsor").

This Grant Agreement is entered into between the State and Sponsor shown above, under the authority granted and in compliance with the provisions of the Transportation Code Chapter 21.

The project is for **airport maintenance** at the Lamesa Municipal Airport.

Part II - Offer of Financial Assistance

- I. For the purposes of this Grant, the annual routine maintenance project cost, Amount A, is estimated as found on Attachment A, Scope of Services, attached hereto and made a part of this grant agreement.

State financial assistance granted will be used solely and exclusively for airport maintenance and other incidental items as approved by the State. Actual work to be performed under this agreement is found on Attachment A, Scope of Services. State financial assistance, Amount B, will be for fifty percent (50%) of the eligible project costs for this project or \$50,000.00, whichever is less, per fiscal year and subject to availability of state appropriations.

Scope of Services, Attachment A, of this Grant, may be amended, subject to availability of state funds, to include additional approved airport maintenance work. Scope amendments require submittal of an Amended Scope of Services, Attachment A.

Services will not be accomplished by the State until receipt of Sponsor's share of project costs.

Only work items as described in Attachment A, Scope of Services of this Grant are reimbursable under this grant.

Work shall be accomplished by August 31, 2017, unless otherwise approved by the State.

2. The State shall determine fair and eligible project costs for work scope. Sponsor's share of estimated project costs, Amount C, shall be as found on Attachment A and any amendments.

It is mutually understood and agreed that if, during the term of this agreement, the State determines that there is an overrun in the estimated annual routine maintenance costs, the State may increase the grant to cover the amount of the overrun within the above stated percentages and subject to the maximum amount of state funding.

The State will not authorize expenditures in excess of the dollar amounts identified in this Agreement and any amendments, without the consent of the Sponsor.

3. Sponsor, by accepting this Grant certifies and, upon request, shall furnish proof to the State that it has sufficient funds to meet its share of the costs. The Sponsor grants to the State the right to audit any books and records of the Sponsor to verify expended funds.

Upon execution of this Agreement and written demand by the State, the Sponsor's financial obligation (Amount C) shall be due in cash and payable in full to the State. State may request the Sponsor's financial obligation in partial payments. Should the Sponsor fail to pay their obligation, either in whole or in part, within 30 days of written demand, the State may exercise its rights under Paragraph V-3. Likewise, should the State be unwilling or unable to pay its obligation in a timely manner, the failure to pay shall be considered a breach and the Sponsor may exercise any rights and remedies it has at law or equity.

The State shall reimburse or credit the Sponsor, at the financial closure of the project, any excess funds provided by the Sponsor which exceed Sponsor's share (Amount C).

4. The Sponsor specifically agrees that it shall pay any project costs which exceed the amount of financial participation agreed to by the State. It is further agreed that the Sponsor will reimburse the State for any payment or payments made by the State which are in excess of the percentage of financial assistance (Amount B) as stated in Paragraph II-1.
5. Scope of Services may be accomplished by State contracts or through local contracts of the Sponsor as determined appropriate by the State. All locally contracted work must be approved by the State for scope and reasonable cost. Reimbursement requests for locally contracted work shall be submitted on forms provided by the State and shall include copies of the invoices for materials or services. Payment shall be made for no more than 50% of allowable charges.

The State will not participate in funding for force account work conducted by the Sponsor.

6. This Grant shall terminate upon completion of the scope of services.

Part III - Sponsor Responsibilities

1. In accepting this Grant, if applicable, the Sponsor guarantees that:
 - a. it will, in the operation of the facility, comply with all applicable state and federal laws, rules, regulations, procedures, covenants and assurances required by the State in connection with this Grant; and
 - b. the Airport or navigational facility which is the subject of this Grant shall be controlled by the Sponsor for a period of at least 20 years; and
 - c. consistent with safety and security requirements, it shall make the airport or air navigational facility available to all types, kinds and classes of aeronautical use without discrimination between such types, kinds and classes and shall provide adequate public access during the period of this Grant; and
 - d. it shall not grant or permit anyone to exercise an exclusive right for the conduct of aeronautical activity on or about an airport landing area. Aeronautical activities include, but are not limited to scheduled airline flights, charter flights, flight instruction, aircraft sales, rental and repair, sale of aviation petroleum products and aerial applications. The landing area consists of runways or landing strips, taxiways, parking aprons, roads, airport lighting and navigational aids; and
 - e. it shall not enter into any agreement nor permit any aircraft to gain direct ground access to the sponsor's airport from private property adjacent to or in the immediate area of the airport. Further, Sponsor shall not allow aircraft direct ground access to private property. Sponsor shall be subject to this prohibition, commonly known as a "through-the-fence operation," unless an exception is granted in writing by the State due to extreme circumstances; and
 - f. it shall not permit non-aeronautical use of airport facilities without prior approval of the State; and
 - g. the Sponsor shall submit to the State annual statements of airport revenues and expenses when requested; and
 - h. all fees collected for the use of the airport shall be reasonable and nondiscriminatory. The proceeds from such fees shall be used solely for the development, operation and maintenance of the airport or navigational facility; and

- i. an Airport Fund shall be established by resolution, order or ordinance in the treasury of the Sponsor, or evidence of the prior creation of an existing airport fund or a properly executed copy of the resolution, order, or ordinance creating such a fund, shall be submitted to the State. The fund may be an account as part of another fund, but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of moneys identified in the fund as a whole. All fees, charges, rents, and money from any source derived from airport operations must be deposited in the Airport Fund and shall not be diverted to the general revenue fund or any other revenue fund of the Sponsor. All expenditures from the Airport Fund shall be solely for airport purposes. Sponsor shall be ineligible for a subsequent grant or loan by the State unless, prior to such subsequent approval of a grant or loan, Sponsor has complied with the requirements of this subparagraph; and
 - j. the Sponsor shall operate runway lighting at least at low intensity from sunset to sunrise; and
 - k. insofar as it is reasonable and within its power, Sponsor shall adopt and enforce zoning regulations to restrict the height of structures and use of land adjacent to or in the immediate vicinity of the airport to heights and activities compatible with normal airport operations as provided in Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. (Vernon and Vernon Supp.). Sponsor shall also acquire and retain aviation easements or other property interests in or rights to use of land or airspace, unless sponsor can show that acquisition and retention of such interest will be impractical or will result in undue hardship to Sponsor. Sponsor shall be ineligible for a subsequent grant or loan by the State unless Sponsor has, prior to subsequent approval of a grant or loan, adopted and passed an airport hazard zoning ordinance or order approved by the State.
2. The Sponsor, to the extent of its legal authority to do so, shall save harmless the State, the State's agents, employees or contractors from all claims and liability due to activities of the Sponsor, the Sponsor's agents or employees performed under this agreement. The Sponsor, to the extent of its legal authority to do so, shall also save harmless the State, the State's agents, employees or contractors from any and all expenses, including attorney fees which might be incurred by the State in litigation or otherwise resisting claim or liabilities which might be imposed on the State as the result of those activities by the Sponsor, the Sponsor's agents or employees.
3. The Sponsor's acceptance of this Offer and ratification and adoption of this Grant shall be evidenced by execution of this Grant by the Sponsor. The Grant shall comprise a contract, constituting the obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the project and the operation and maintenance of the airport.

If it becomes unreasonable or impractical to complete the project, the State may void this agreement and release the Sponsor from any further obligation of project costs.

4. Upon entering into this Grant, Sponsor agrees to name an individual, as the Sponsor's Authorized Representative, who shall be the State's contact with regard to this project. The Representative shall receive all correspondence and documents associated with this grant and shall make or shall acquire approvals and disapprovals for this grant as required on behalf of the Sponsor, and coordinate schedule for work items as required.
5. By the acceptance of grant funds for the maintenance of eligible airport buildings, the Sponsor certifies that the buildings are owned by the Sponsor. The buildings may be leased but if the lease agreement specifies that the lessee is responsible for the upkeep and repairs of the building no state funds shall be used for that purpose.
6. Sponsor shall request reimbursement of eligible project costs on forms provided by the State. All reimbursement requests are required to include a copy of the invoices for the materials or services. The reimbursement request will be submitted no more than once a month.
7. The Sponsor's acceptance of this Agreement shall comprise a Grant Agreement, as provided by the Transportation Code, Chapter 21, constituting the contractual obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the airport maintenance and compliance with the assurances and conditions as provided. Such Grant Agreement shall become effective upon the State's written Notice to Proceed issued following execution of this agreement.

PART IV - Nomination of the Agent

1. The Sponsor designates the State as the party to receive and disburse all funds used, or to be used, in payment of the costs of the project, or in reimbursement to either of the parties for costs incurred.
2. The State shall, for all purposes in connection with the project identified above, be the Agent of the Sponsor. The Sponsor grants the State a power of attorney to act as its agent to perform the following services:
 - a. accept, receive, and deposit with the State any and all project funds granted, allowed, and paid or made available by the Sponsor, the State of Texas, or any other entity;
 - b. enter into contracts as necessary for execution of scope of services;
 - c. if State enters into a contract as Agent: exercise supervision and direction of the project work as the State reasonably finds appropriate. Where there is an irreconcilable conflict or difference of opinion, judgment, order or direction

between the State and the Sponsor or any service provider, the State shall issue a written order which shall prevail and be controlling;

- d. receive, review, approve and pay invoices and payment requests for services and materials supplied in accordance with the State approved contracts;
- e. obtain an audit as may be required by state regulations; the State Auditor may conduct an audit or investigation of any entity receiving funds from TxDOT directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- f. reimburse sponsor for approved contract maintenance costs no more than once a month.

PART V - Recitals

- 1. This Grant is executed for the sole benefit of the contracting parties and is not intended or executed for the direct or incidental benefit of any third party.
- 2. It is the intent of this grant to not supplant local funds normally utilized for airport maintenance, and that any state financial assistance offered under this grant be in addition to those local funds normally dedicated for airport maintenance.
- 3. This Grant is subject to the applicable provisions of the Transportation Code, Chapters 21 and 22, and the Airport Zoning Act, Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. (Vernon and Vernon Supp.). Failure to comply with the terms of this Grant or with the rules and statutes shall be considered a breach of this contract and will allow the State to pursue the remedies for breach as stated below.
 - a. Of primary importance to the State is compliance with the terms and conditions of this Grant. If, however, after all reasonable attempts to require compliance have failed, the State finds that the Sponsor is unwilling and/or unable to comply with any of the terms of this Grant, the State, may pursue any of the following remedies: (1) require a refund of any financial assistance money expended pursuant to this Grant, (2) deny Sponsor's future requests for aid, (3) request the Attorney General to bring suit seeking reimbursement of any financial assistance money expended on the project pursuant to this Grant, provided however, these remedies shall not limit the State's authority to enforce its rules, regulations or orders as otherwise provided by law, (4) declare this Grant null and void, or (5) any other remedy available at law or in equity.

- b. Venue for resolution by a court of competent jurisdiction of any dispute arising under the terms of this Grant, or for enforcement of any of the provisions of this Grant, is specifically set by Grant of the parties in Travis County, Texas.
- 4. The State reserves the right to amend or withdraw this Grant at any time prior to acceptance by the Sponsor. The acceptance period cannot be greater than 30 days after issuance unless extended by the State.
- 5. This Grant constitutes the full and total understanding of the parties concerning their rights and responsibilities in regard to this project and shall not be modified, amended, rescinded or revoked unless such modification, amendment, rescission or revocation is agreed to by both parties in writing and executed by both parties.
- 6. All commitments by the Sponsor and the State are subject to constitutional and statutory limitations and restrictions binding upon the Sponsor and the State (including Sections 5 and 7 of Article 11 of the Texas Constitution, if applicable) and to the availability of funds which lawfully may be applied.

Part VI - Acceptances

Sponsor

The City of Lamesa, Texas, does ratify and adopt all statements, representations, warranties, covenants, agreements, and all terms and conditions of this Grant.

Executed this _____ day of _____, 20__.

The City of Lamesa, Texas

Sponsor

Witness Signature

Sponsor Signature

Witness Title

Sponsor Title

Certificate of Attorney

I, _____, acting as attorney for City of Lamesa, Texas, do certify that I have fully examined the Grant and the proceedings taken by the Sponsor relating to the acceptance of the Grant, and find that the manner of acceptance and execution of the Grant by the Sponsor, is in accordance with the laws of the State of Texas.

Dated at _____, Texas, this _____ day of _____, 20__.

Witness Signature

Attorney's Signature

Witness Title

Part VI - Acceptances

Sponsor

Dawson County, Texas, does ratify and adopt all statements, representations, warranties, covenants, agreements, and all terms and conditions of this Grant.

Executed this _____ day of _____, 20__.

Dawson County, Texas

Sponsor

Witness Signature

Sponsor Signature

Witness Title

Sponsor Title

Certificate of Attorney

I, _____, acting as attorney Dawson County, Texas, do certify that I have fully examined the Grant and the proceedings taken by the Sponsor relating to the acceptance of the Grant, and find that the manner of acceptance and execution of the Grant by the Sponsor, is in accordance with the laws of the State of Texas.

Dated at _____, Texas, this _____ day of _____, 20__.

Witness Signature

Attorney's Signature

Witness Title

Acceptance of the State

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

STATE OF TEXAS
TEXAS DEPARTMENT OF TRANSPORTATION

By: _____

Date: _____

**Attachment A
Scope of Services
TxDOT Project ID: M1705LAME**

Eligible Scope Item:	Estimated Costs Amount A	State Share Amount B	Sponsor Share Amount C
GENERAL MAINTENANCE	\$75,000.00	\$37,500.00	\$37,500.00
Special Project	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00
TOTAL	\$75,000.00	\$37,500.00	\$37,500.00

Accepted by: The City of Lamesa , Texas

Accepted by: Dawson County, Texas

Signature

Signature

Title: _____

Title: _____

Date: _____

Date: _____

Notes: (explanations of any specifications or variances as needed for above scope items)_____

GENERAL MAINTENANCE: As needed, Sponsor may contract for services/purchase materials for routine maintenance/improvement of airport pavements, signage, drainage, AWOS systems, approach aids, lighting systems, utility infrastructure, fencing, herbicide/application, sponsor owned and operated fuel systems, hangars, terminal buildings and security systems; professional services for environmental compliance, approved project design. Special projects to be determined and added by amendment.

Only work items as described in Attachment A, Scope of Services of this Grant are reimbursable under this grant.

CERTIFICATION OF AIRPORT FUND

TxDOT Project ID: M1705LAME

The City of Lamesa and Dawson County do certify that an Airport Fund has been established for the Sponsor, and that all fees, charges, rents, and money from any source derived from airport operations will be deposited for the benefit of the Airport Fund and will not be diverted for other general revenue fund expenditures or any other special fund of the Sponsor and that all expenditures from the Fund will be solely for airport purposes. The fund may be an account as part of another fund, but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of moneys identified in the fund as a whole.

Accepted by: The City of Lamesa, Texas
(Sponsor)

Accepted by: Dawson County, Texas
(Sponsor)

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Certification of State Single Audit Requirements

We, _____, and _____ do certify that the
(Designated Representative) (Designated Representative)

City of Lamesa and Dawson County will comply with all requirements of the State of Texas Single Audit Act if the City of Lamesa and Dawson County spends or receives more than the threshold amount in any grant funding sources during the most recently audited fiscal year. And in following those requirements, the City of Lamesa and Dawson County will submit the report to the audit division of the Texas Department of Transportation. If your entity did not meet the threshold in grant receivables or expenditures, please submit a letter indicating that your entity is not required to have a State Single Audit performed for the most recently audited fiscal year.

Signature

Signature

Title

Title

Date

Date

DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE

TxDOT Project ID: M1705LAME

The City of Lamesa and Dawson County designate _____
(Name, Title)

as the Sponsor's authorized representative, who shall receive all correspondence and documents associated with this grant and who shall make or shall acquire approvals and disapprovals for this grant as required on behalf of the Sponsor.

Accepted by: The City of Lamesa, Texas
(Sponsor)

Accepted by: Dawson County, Texas
(Sponsor)

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

DESIGNATED REPRESENTATIVE

Mailing Address: _____

Overnight Mailing Address: _____

Telephone/Fax Number: _____

Email address: _____

City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 6

SUBJECT: **AMEND PERSONNEL POLICY**
PROCEEDING: Approval
SUBMITTED BY: City Staff
AUTHORITY:

SUMMARY STATEMENT

City Council to consider amending the City's Personnel Policy, *Section 5:01.05 - Improper Use of City-owned Vehicles* to reflect additional language regarding usage of City vehicles outside of the City limits for personal use.

COUNCIL ACTION

DISCUSSION _____

Motion by Council Member _____ to approve the amendment of the City's Personnel Policy, *Section 5:01.05- Improper Use of City-Owned Vehicles* to reflect additional language regarding usage of City vehicles outside of the City limits. Motion seconded by Council Member _____ and upon being put to a vote the motion _____.

VOTING: "AYE" _____ "NAY" _____ "ABSTAIN" _____

CITY MANAGER'S MEMORANDUM

Recommend approval.

RESOLUTION No. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAMESA, TEXAS,
AMENDING SECTION 5:01.05 OF THE PERSONNEL POLICY OF THE CITY
OF LAMESA.**

On this the 13th day of September, 2016, there came on and was held at the regular meeting place, the City Hall, an open meeting of the City Council of the City of Lamesa, Texas, held pursuant to the provisions of the Texas Open Meetings Act, and there being a quorum present and acting throughout the meeting, the following resolution was formally submitted by motion and duly seconded for consideration and action of the meeting, to-wit:

WHEREAS, the City Council of the City of Lamesa desires to amend the Personnel Policy of the City of Lamesa with respect to certain changes to the policy regarding employee use of city-owned vehicles; and

WHEREAS, the City Council of the City of Lamesa finds that it is necessary and in the best interest of the City of Lamesa to pass this resolution effecting such amendment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAMESA, TEXAS:

That Chapter 5, Section 5:01.05 of the Personnel Policy be, and same is hereby, amended to read as follows:

5:01.05 IMPROPER USE OF CITY-OWNED VEHICLES

No City employee shall operate a City-owned vehicle without a valid driver's license. No City employee is authorized to use any City-owned vehicle for out-of-town personal business. Use of a City-owned vehicle for other than official City business is strictly prohibited, except in cases where the employee is required to be on call and available for radio or telephone contact. However, such use must be exercised with discretion and good judgment on the part of the employee. Except when on emergency call, all City-owned vehicles shall be operated in accordance with the traffic laws of the City of Lamesa and the State of Texas.

Upon being put to a vote, the foregoing resolution was, passed, approved and adopted this _____ day of September, 2016, by a majority vote of the City Council and ordered to be spread upon the minutes of the City Council of the City of Lamesa, Texas, and recorded in the Resolution Book thereafter.

ATTEST:

Norma Garcia
City Secretary

APPROVED:

Josh Stevens
Mayor

City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 7

SUBJECT: **APPROVAL OF FY 2016/2017 LEDC/LEAP BUDGET**
PROCEEDING: Approval
SUBMITTED BY: City Staff
AUTHORITY:

SUMMARY STATEMENT

City Council to consider approving FY 2016/2017 LEDC and LEAP annual budgets.

COUNCIL ACTION

DISCUSSION _____

Motion by Council Member _____ to approve the FY 2016/2017 LEDC/LEAP annual budgets. Motion seconded by Council Member _____ and upon being put to a vote the motion _____.

VOTING: "AYE" _____ "NAY" _____ "ABSTAIN" _____

CITY MANAGER'S MEMORANDUM

Recommend approval.

LAMESA ECONOMIC DEVELOPMENT CORPORATION					
LEDC (FY16-17) - APPROVED					
OPERATING AND ECONOMIC DEVELOPMENT BUDGET FOR FISCAL YEAR OCTOBER 1, 2015 TO SEPTEMBER 30, 2016					
Code	Budget Item	Actual OCT 14-SEPT 15	BUDGETED OCT 15-SEPT 16	Y-T-D ACTUAL 6/31/2016	PROPOSED FY16-17
REVENUES					
40101	Sales Tax	225,021	240,000	169,598	220,000
40501	Interest Income (LNB)	19,012	21,000	12,455	19,000
40503	Int. Income (Tx Mfg)	184	1,000	0	1,000
40504	Rent (Boll Weevil Eradication)	26,000	24,000	16,000	24,000
40507	Administrative Services (Type B)	0	6,000	0	6,000
40510	Farm Lease Cash Lease	5,013	5,000	426	200
40904	MISCELLANEOUS REVENUES	7,600	20,000	0	5,000
40905	Sale of Property	64,185	0	0	0
40908	BNB Renewable Holdings	0	-	2,940	47900
TOTAL REVENUES		347,015	317,000	201,419	323,100
OPERATIONS					
EXPENDITURES					
100 PERSONNEL SERVICES					
5611101	Salaries	35,079	65,800	54,314	65,800
5611102	Longevity	0	144	13	144
5611104	Vacation Leave	538	2,800	1,699	2,800
5611105	Sick Leave	135	1,400	1,245	1,400
5611107	Social Security	2,705	5,355	4,375	5,355
5611108	Retirement	862	7,200	3,062	7,200
5611109	Worker's Comp	0	360	0	360
5611110	Unemployment Tax	9	550	171	550
5611111	Health & Accident Insurance	3,000	31,520	5,640	31,520
100 TOTAL		42,328	115,129	70,519	115,129
200 SUPPLIES & MAT.					
5611201	Office Supplies	2,640	1,800	637	1,800
5611204	Minor Tools & Instruments	41	900	230	900
5611207	Food/Meeting Supplies	25	1,200	460	1,200
5611209	Miscellaneous Services	0	3,600	97	1,000
5611210	Computer Supplies	3,238	2,400	1,579	2,400
200 TOTAL		5,944	9,900	3,003	7,300
400 BUILDING MAINTENANCE					
5611400	Property Maintenance	-	-	300	500
5611401	Boll Weevil Building	3,785	2,000	380	2,000
5611402	Building-Square (Austin St. Downtown)	963	1,500	0	1,500
5611404	Chamber of Commerce	0	1,000	0	1,000
400 TOTAL		4,748	4,500	680	5,000
500 COMPUTER MAINTENANCE					
5611501	Website (Levelfield)	0	1,000	800	800
500 TOTAL		0	1,000	800	800
600 MISCELLANEOUS SERVICES					
5611601	Telephone	587	1,200	473	1,200
5611602	Insurance and Bonds	822	1,800	0	1,800

5611603	Special Services: Audit=6,850, LACC=8,040, Legal=12,000, Strategic Plan=12,500	64,157	40,000	25,416	33,000
5611604	Travel	5,207	8,000	5,475	8,000
5611605	Schools and Training	2,500	4,500	1,326	4,500
5611606	Promotional: Images Ad \$10,000/Trade & Industry Ad \$5,000/Promotion Materials \$10,000/ = \$25,000	3,671	6,000	7,963	36,000
5611609	Legal Notices	-1,249	1,000	0	1,000
5611610	Rent and Lease of Property (C.C.)	6,500	6,000	4,015	6,000
5611611	TDCJ Incentive/water-sewer	59	0	0	0
5611612	Employee Reimb't (Car & Phone)	3,530	4,320	0	4,320
5611616	Administrative Services (City)	8,450	8,640	7,000	8,640
5611620	Christmas Bonus	0	100	88	100
600	TOTAL	94,234	81,560	51,756	104,560
TOTAL EXPENDITURES - OPERATIONS		147,254	212,089	126,758	232,789
ECONOMIC DEVELOPMENT					
700	SUNDRY CHARGES				
5611701	Dues: (REAP, Highgrd., TEDC, MOTRAN, W.T. WIND, Class4 Wind, Ports-To-Plains)	5,591	6,000	235	6000
5611706	Property Taxes	-	-	3,082	0
700	TOTAL	5,591	6,000	3,317	6,000
800	DEBT SERVICE				
5611800	Incentive Programs (FIP)	0	35,000	0	50,000
5611810	Grants: (Texas Tech, Tank Main., LCCA, NAPA, DGE)	148,473	213,000	182,321	155,698
5611820	Loans	50,000	0	0	50,000
800	TOTAL	198,473	248,000	182,321	255,698
900	CAPITAL OUTLAY				
5611910	Land Purchased	10,000	40,000	0	40,000
5611920	N. 4th Street Property	0	0	0	
5611930	Lift Station - Benny Boyd (MPTX Project)	0	0	40,000	0
5611951	Furniture, Fixtures & Office	0	1,000	0	1000
900	TOTAL	10,000	41,000	40,000	41,000
TOTAL EXPENDITURES - Economic Development		214,064	295,000	225,638	302,698
		Actual	BUDGETED	Y-T-D ACTUAL	PROPOSED
		OCT 14-SEPT 15	OCT 15-SEPT 16	6/31/2016	FY16-17
GRAND TOTAL REVENUE		347,015	317,000	201,419	323,100
Allocated Reserve		-	-	-	-
TOTAL FUNDS AVAILABLE		347,015	317,000	201,419	323,100
Operations Expenditures		-147,254	-212,089	-126,758	-232,789
Economic Development Expenditures		-214,064	-295,000	-225,638	-302,698
GRAND TOTAL EXPENDITURES		-361,318	-507,089	-352,396	-535,487
REVENUES OVER/UNDER EXPENSES		-14,303	-190,089	-150,977	-212,387

LAMESA ECONOMIC ALLIANCE PROJECT					
LEAP (FY 16-17) - APPROVED					
OPERATING AND ECONOMIC DEVELOPMENT BUDGET FOR FISCAL YEAR OCTOBER 1, 2016 TO SEPTEMBER 30, 2017					
Code	Budget Item	Actual OCT 14-SEPT 15	BUDGETED OCT 15-SEPT 16	Y-T-D ACTUAL 7/6/2016	PROPOSED FY16-17
REVENUES					
40101	Tax Revenue - Sales Tax	277,732	240,000	169,598	220,000
40102	Interest Income	686	0	0	0
40501	Interest Income (LNB)	4,208	1,500	3,468	1,500
40904	MISCELLANEOUS REVENUES	0	0	0	0
TOTAL REVENUES		282,626	241,500	173,066	221,500
OPERATIONS					
EXPENDITURES					
100	PERSONNEL SERVICES	0	0	0	0
100	TOTAL	0	0	0	0
200	SUPPLIES & MAT.				
5811201	Office Supplies	0	400	0	400
5811204	Small Tools & Instruments	0	100	0	100
5811207	Food/Meeting Supplies	0	300	0	300
5811209	Miscellaneous Services	0	400	0	400
5811210	Computer Supplies	0	400	0	400
200	TOTAL	0	1,600	0	1,600
400	BUILDING MAINTENANCE		0		
5811404	Chamber of Commerce	1,000	1,000	0	1,000
400	TOTAL	1,000	1,000	0	1,000
500	COMPUTER MAINTENANCE				
5811601	Website (InMotion)	0	90	0	0
500	TOTAL	0	90	0	0
600	MISCELLANEOUS SERVICES				
5811601	Telephone	0	300	0	0
5811602	Insurance and Bonds	0	120	0	0
5811603	Special Services (Audit & LEDC): (Audit = 1,760, Legal = 0.00)	2,900	7,760	0	1,760
5811604	Travel Expenses	0	5,000	0	5,000
5811605	Schools and Training	0	5,000	0	5,000
5811606	Promotional	0	2,500	0	2,500
5811609	Legal Notices	0	300	0	300
5811616	Administrative Services (City)	0	960	0	0
5811617	Administrative Services (LEDC)	0	0	0	6,000
600	TOTAL	2,900	21,940	0	20,560
OPERATIONS					
TOTAL EXPENDITURES - OPERATIONS		3,900	24,630	0	23,160
ECONOMIC DEVELOPMENT					
700	SUNDRY CHARGES				
5811701	Dues (P to P, Highgrd., TEDC,)	3,035	3,035	0	3,035
700	TOTAL	3,035	3,035	0	3,035
800	INCENTIVE PROGRAMS				
5811800	Incentive Programs	0	70,000	7,000	70,000
5811810	Grants	67,955	150,000	0	157,073

5811820	Loans	149,778	0	0	50,000
800	TOTAL	217,733	220,000	7,000	277,073
900	CAPITAL OUTLAY				
5811910	Land Purchase	0	0	0	0
5811951	Furniture, Fixtures & Office	0	1,000	0	1,000
900	TOTAL	0	1,000	0	1,000
Economic Development					
TOTAL EXPENDITURES - Economic Development		220,768	224,035	7,000	281,108
GRAND TOTAL REVENUE		282,626	241,500	173,066	221,500
Allocated Reserve		-	-	-	-
TOTAL FUNDS AVAILABLE		282,626	241,500	173,066	221,500
Operations Expenditures		-3,900	-24,630	0	-23,160
Economic Development Expenditures		-220,768	-224,035	-7,000	-281,108
GRAND TOTAL EXPENDITURES		-224,668	-248,665	-7,000	-304,268
REVENUES OVER/UNDER EXPENSES		57,958	-7,165	166,066	-82,768

City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 8

SUBJECT: FISCAL YEAR OCTOBER 2016-2017 BUDGET - ADOPTION
PROCEEDING: Ordinance; Second reading
SUBMITTED BY: City Staff
EXHIBITS: Ordinance
AUTHORITY: State Law; Local Government Code, Chapter 102, Section 102.007

SUMMARY STATEMENT

Consider passing an ordinance on second reading with record vote in accordance with State Law (Local Government Code, Chapter 102, Section 102.007) providing funds for the Fiscal Year beginning October 1, 2016, and ending September 30, 2017, by approving the budget for said period and appropriating and setting aside the necessary funds out of the General Fund, Water/Wastewater, Solid Waste funds for the maintenance and operation of the various departments and for various activities and improvements to the City.

THIS PROPOSED BUDGET WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$240,458 WHICH IS A 12.19 PERCENT INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$4.

COUNCIL ACTION

DISCUSSION: _____

Motion by Council Member _____ to adopt on second reading the proposed 2016-2017 Annual Budget, including the following statement (to be read aloud):

"THIS PROPOSED BUDGET WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$240,458 WHICH IS A 12.19 PERCENT INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$4."

Motion seconded by Council Member _____ and upon being put to a vote the motion _____.

RECORD VOTE REQUIRED: VOTE BY SHOW OF HANDS

VOTING	"AYE"	"NAY"	"ABSTAIN"
Josh Stevens	_____	_____	_____
Brant Stewart	_____	_____	_____
Marie A. Briseno	_____	_____	_____
Fabian Rubio	_____	_____	_____
Bobby Gonzales	_____	_____	_____
Fred Vera	_____	_____	_____
Chance Britt	_____	_____	_____

CITY MANAGER'S MEMORANDUM

Recommend approval.

ORDINANCE NO: _____

AN ORDINANCE ADOPTING AND APPROVING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT, PROJECT, AND ACCOUNT; APPROVING REVISED BUDGET FIGURES FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2016; PROVIDING FOR NECESSARY TRANSFERS OF FUNDS BETWEEN ACCOUNTS AND DEPARTMENTS, IF REQUIRED; AND PROVIDING A SAVINGS CLAUSE.

On the this 30th day of August, 2016, there came on and was held at the regular called meeting place, the City Hall, an open meeting of the City Council of the City of Lamesa, Texas, held pursuant to the provisions of the Texas Open Meetings Act, and there being a quorum present and acting throughout the meeting, the following ordinance was formally submitted by motion and duly seconded for the consideration and action of the meeting, to wit:

WHEREAS, a budget for the Fiscal Year beginning October 1, 2016, and ending September 30, 2017, has been prepared by the City Manager; and

WHEREAS, the City Manager, on July 29, 2016, filed a proposed budget with the City Secretary for the Fiscal Year beginning October 1, 2016; and

WHEREAS, the City Secretary did post notice that said proposed budget had been filed and was available for public inspection; and

WHEREAS, the City Council did hold two public hearing on August 30, 2016, and September 6, 2016, regarding the proposed property ad valorem tax rate at 0.827521.

WHEREAS, On August 30, 2016, the City Council held a public hearing and adopted the 2016-17 Budget Ordinance on 1st reading for the upcoming Fiscal Year. On September 6, 2016, City Council will consider passing the Budget Ordinance on 2nd and final reading. It is determined the proposed budget for Fiscal Year 2016-2017 to be appropriate and correct in all respects and that all requirements of the law have been satisfied; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lamesa:

SECTION 1. Subject to the applicable provisions of the State Law and the City Charter, the budget for the Fiscal Year beginning October 1, 2016, and ending September 30, 2017, as filed and submitted by the City Manager, and adjusted by the City Council, containing estimates of resources and revenues for the year from all of the various sources provided by the city, and the projects, operations, activities and purchases proposed to be undertaken during the year, together with the estimated costs thereof, and estimated amounts of all other proposed expenditures, is hereby approved and adopted.

SECTION 2. (A) There is hereby appropriated from the funds indicated and for such purposes and other expenditures proposed in such budget, not to exceed for all

such purposes for any department, the total amount of the estimated costs of the projects, operations, activities, purchases and other expenditures proposed for such department; and

(B) The City Manager is hereby authorized to approve the transfer of allocated amounts between classifications, departments, and unappropriated surpluses if such transfers do not significantly change the work program contemplated in the approved budget.

SECTION 3. THE PROPOSED BUDGET WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$240,458 WHICH IS A 12.19 PERCENT INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$4.

SECTION 4. The amounts set out under the headings "Revised or Estimated 2015-2016" shall be, and are hereby, authorized and approved as revised budget amounts for the Fiscal Year ending on September 30, 2016.

SECTION 5. Increases in fees and rates to be amended as follows:

That Section §13.03.216 Water rates and charges is hereby amended as follows:

(a) Rate schedule.

- (1) The minimum rate for water, which shall be charged to all customers, except as otherwise provided, shall be \$32.25 per month effective October 1, 2016.

and

- (4) Increase of 10% on consumption rates related to the prison.

That Section §1.09.001 Membership fees and dues is hereby amended as follows:

- (d) Private cart trail fee: \$150 per year per cart.
- (f) Golf Scramble Fee: \$5 per person.

That Section§ (to be determined) Swimming Pool Fees is hereby amended as follows:

- (1) Child Fee: \$3.00 per day
- (2) Adult Fee: \$4.00 per day
- (3) Splash Pass – Child (15 visits): \$35.00
- (4) Splash Pass – Adult (15 visits): \$45.00

SECTION 5. The Investment Plan for the City has been reviewed and is approved for the Fiscal Year beginning October 1, 2016, and ending September 30, 2017.

SECTION 6. That should any section, paragraph, sentence, clause, phrase or word of this Ordinance be declared unconstitutional or invalid for any reason, the remainder of this ordinance shall not be affected thereby.

SECTION 7. All ordinances and resolutions, or parts of ordinances and resolutions, in conflict with this Ordinance are hereby repealed, and are no longer in force or effect.

SECTION 8. This ordinance shall become effective upon adoption of its second and final reading by the City Council of the City of Lamesa, Texas and the effective date of the ordinance and all rates and appropriations contained herein shall be October 1, 2016.

Upon being put to a vote, the foregoing ordinance was Passed, on First Reading on the 30th day of August, 2016, by a majority vote.

ATTEST:

APPROVED:

Norma Garcia
City Secretary

Josh Stevens
Mayor

**Replacement Pages Requested for
FY 16-17 With Decreases.**



City of Lamesa Office of the City Manager

601 South First Street ☎ 806/872-2124
Lamesa, Texas 79331

August 30, 2016

To the Honorable Mayor and Members of the City Council:

In accordance with the Civil Statutes of the State of Texas and the Charter of the City of Lamesa, the proposed budget and program of services for the fiscal year beginning October 1, 2016 is submitted for your review and consideration. The budget is intended to present, in financial terms, the overall plan for providing municipal services during the forthcoming year. Moreover, the budget provides the basis for a high level and quality of services of the City's infrastructure to ensure progress and development. This budget provides funding for similar levels of service offered by the City as last year.

Summary

The FY 2016-2017 budget is prepared for a balanced base budget with limited resources and it has been a challenging experience. To continue to meet fiscal challenges of the future, the City must strengthen its General Fund revenue base, at present consisting primarily of property tax, sales tax and franchise fee proceeds. The Enterprise Funds including the Water/Wastewater and Solid Waste fund have experienced a decrease in available working capital the last couple of years due to CRMWA repairs, water conservation measures, drought restrictions and the upcoming construction of a new Type 4 landfill cell. In the coming years, fiscal restraint and a strong economy will be crucial to our financial position.

Although the current economic conditions are uncertain, sales tax receipts are lower compared to last year. The City's fiscal policy must maintain debt restraint in order to alleviate future financial impediments.

Budget Overview

In the tradition of past years, the budget reflects that fund balances must be utilized in order to balance the budget. The projected ending fund balance for the General Fund for September 30, 2016 is \$1,908,476. One of our fiscal goals has been for each fund to be totally self-sustaining. The budget for the General Fund has satisfied this goal, however the FY 2016-2017 economic landscape is uncertain due to possible declines in sales tax receipts and the addition of debt service requirements, requiring an increase in the Ad Valorem tax rate from \$.7400 to \$.827521 to maintain the fund balances.

Similarly, the total working capital available (unreserved ending fund balance) in the Water and Wastewater Fund will be \$228,241 compared to an estimated projection of \$166,798 for the end of the current fiscal year due to an increase in the base rate for water of \$13.00, bringing the base rate to \$32.25. In addition, there is a 10% increase in consumption rates to the prison. The prison does not pay a base rate for water, but is calculated on consumption only. These increases reflect the additional debt service requirements associated with the 2016 CRMWA water line repairs and the significant loss of revenue from a decrease in water sales.

The working capital (unreserved ending fund balance) in the Solid Waste Management Fund will be \$363,313 a decrease of \$236,237 in working capital over current year's budget.

The Municipal Golf Course estimated revenues for next year's budget will be \$204,650 and expenditures estimated at \$266,692. We need to transfer funds, \$62,042 from the General Fund to create at least a zero fund balance to close the current year's budget. This year's Municipal Golf Course budget reflects an increase of \$25 in private cart trail fee to \$150 per cart and \$5 fee for each player participating in the Golf Scrambles. The Municipal Golf Course is unable to generate enough revenue to sustain its operations, therefore the General Fund will need to continue subsidizing its operations.

Key Changes in the 2016-2017 Budget

- ✓ **Revenues** – Budgeted revenues for all funds are expected to increase \$538,454 over the budgeted revenues for Fiscal Year 2016-2017.
- ✓ **Expenditures** - Budgeted expenditures for all funds are expected to increase \$213,995 over the budgeted expenditures for Fiscal Year 2016-2017.
- ✓ **Capital Expenditures** – There are no scheduled capital expenditures for Fiscal year 2016-2017.
- ✓ **Personnel** – There will not be any new positions in the FY 2016-2017 budget. The staffing level reflects the elimination of 1 vacant position in the Police Department. The staffing level will total 79.5 employees.

Overview of the General Fund



The General Fund is the primary source of funding for City services. General Fund revenues are derived from real estate and personal property taxes, fines, and fees for service. The proposed FY 2016-2017 General Fund revenue budget is \$4,221,957, an increase over the FY 2015-2016 budget of \$4,103,188.

Sale tax receipts have decreased significantly from FY 2014-2015 to FY 2015-2016 by \$153,641. Property evaluations have increased slightly (.7%). We will continue to be fiscally responsible and will manage all programs in the cost efficient and effective manner possible.

The ever increasing cost of health care and lower sales tax receipts will result in a short fall of General Fund revenues requiring an increase in the Ad Valorem tax rate.

The Ad Valorem tax rate will increase from .7400 to .827521 per \$100 of assessed values. The total appraised values for 2016 is \$267,489,740 an increase of \$1,903,990 from \$265,585,750 in 2015. In FY 2014-2015, the City issued a tax note in the amount of \$750,000 for the purchase of 1 pickup truck for the Fire Department, 1 pickup truck for Animal Control Services, 1 street sweeper for the Street Department, 3 patrol cars for the Police Department, 1 vacuum truck and 2 pickup trucks for the Water Department. The issuance of the tax note resulted in the addition of the Interest and Sinking Fund (I&S) tax rate of \$.031330. The Maintenance and Operations portion of the tax rate is proposed to be \$.796191 per \$100, totaling \$.827521 as the proposed FY 2016-2017 tax rate. The City's financial position has become more dynamic and fluid due to fluctuation in oil field activity in the past twelve months. Prices for crude oil continue to fluctuate creating uncertainty in the local economy.

Overview of the Water and Wastewater Enterprise Fund

Water sales have gradually declined since initiating our drought contingency plan in 2012. Last year our total projected working capital at the end of the year was



\$399,628 (FY 14-15). This year we project that the total working capital at the end of the year will be \$166,798 (FY 15-16). There is a projected balance of \$288,241 at the end of the next fiscal year (FY 16-17). This increase in fund balance reflects an increase in the base rate for water of \$13.00, bringing the base rate to \$32.25. In addition, there is a 10% increase in consumption rates to the prison. The prison does not pay a base rate for water, but is calculated on consumption only. These increases reflect the additional debt service requirements associated with the 2016 CRMWA water line repairs and the significant loss of revenue from a decrease in water sales.



The decline in water sales (record lows) will continue to pressure the fund balance and require water rate increases in the future to sustain the fund.

Overview of the Solid Waste Management Enterprise Fund

Overall, the Solid Waste Management Fund estimated working capital for end of September 2016 is \$599,550 and the projected working capital for September 2017 is approximately \$363,313. A Tax note of \$880,000 was issued in 2013 for the construction of a Type I landfill cell and city crews will begin excavation on a Type IV cell in FY 16-17. The new Type I cell life span should be approximately 9-10 years.



Personnel

As you are aware, significant reductions in staffing levels have occurred during the last thirty years. The reduction of over thirty positions has had a noticeable impact in the City's ability to provide high quality services to the citizens of Lamesa. Fortunately, the use of better equipment, better organization, better qualified and better-trained employees has allowed the City to sustain an acceptable level of City services. In the last few years employees have been asked, and responded, with increased productivity and have received little reward. There will not be any across the board pay increases this year (FY 16-17). There will not be any new positions in the FY 2016-2017 budget. The staffing level reflects the elimination of 1 vacant position in the Police Department. The staffing level will total 79.5 employees. Due to budget constraints, the City will need to make additional changes in plan design to the City Employee's Health Benefits Plan stabilizing fund balances.

Capital Replacements

Only items costing more than five thousand dollars are now considered as capital items. Most computers are no longer being counted as capital items. This budget provides for no capital replacements

Prospects for Future Progress

Again, Preston Smith Unit-prison has continued to be a financial asset for the city. We feel that it has made a positive contribution to our sales tax and enterprise fund revenues. However, staffing constraints have forced the Preston Smith Unit to close two wings of their facility and Decreased the inmate population accordingly. Hopefully, the Lamesa Economic Development Corporation will be able to attract new sources of economic activity and add to our growth. The addition of new businesses and jobs will have a positive impact on our revenues. LEDC was the primary force in obtaining the new prison expansion and pledged \$100,000 a year for five years for city utility service to the new unit. Furthermore, LEDC financially assisted the City in constructed two new water wells on LEDC farm land to supply water to Preston Smith Unit-\$300,000. Also, LEDC provided funds for a new wastewater lift station and LEAP funded the construction of a new 250,000 elevated storage tank that will provide much needed infrastructure to the north side of town where commercial growth is occurring.



Lamesa citizens voted and passed a Type 8 Y4 sales and use tax for the City of Lamesa. The certification of formation was filed with Secretary of State and the new Type 8 is now called the Lamesa Economic Alliance Project. We must continue to support local business activities and aggressively pursue new industries for local economic growth.

Emerging Issues

The reoccurring drought will have an impact on our local Agriculture economy. There are several major issues that have emerged and we will have to deal with in the near future

1. TCEQ unfunded mandates
2. CRMWA water cost and bond issuance
3. Additional Water Wells and Water Rights acquisition
4. Health Insurance Cost
5. Capital Equipment Program
6. Water Line from Well field to Roundtree station
7. City infrastructure (Water & Sewer Lines) repair and replacement.

Many challenges face our organization in the area of Federal and State environmental mandates. We will continue to expend resources to meet these demands. Though the U.S. 87 reliever route and the 180 extension to the reliever route will not be constructed in the near future, we need to continue supporting the Ports to Plains and La Entrada Al Pacifico corridors efforts. Obstacles tend to be opportunities, these trade corridors will eventually be built and will create economic development growth.

Summary and Conclusion

We are continuing a process of evaluation of our financial strategy for the coming years. Fund balances must be maintained in the enterprise funds and continue to decrease expenditures in the General Fund and the other two Enterprise Funds. We will continue to look at different revenue sources or levels or make adjustments to the services provided.

City staff will continue to monitor the financial situation in a timely manner and will be prepared to bring recommendations to the Council at any time during the year if serious declines in revenues or unexpected expenses are foreseen.

I would like to express my appreciation to the Mayor and Council. What the staff works on and presents would be meaningless if the Council was not interested in striving for a professional, well run organization. I appreciate the opportunity to work for you, and will always attempt to be attentive to the desires of the Council.

Hopefully, this budget reflects the thinking and policies of the City Council and is representative of the desires of the Citizens of Lamesa. I especially hope you will let me know if you have any questions about this budget or the overall budget process.

Respectfully submitted,

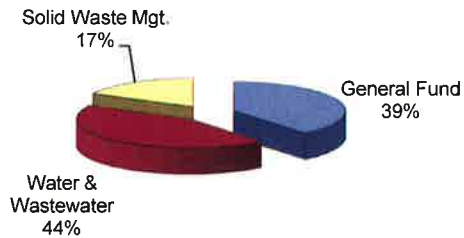
Shawna D. Burkhart

Shawna D. Burkhart
City Manager

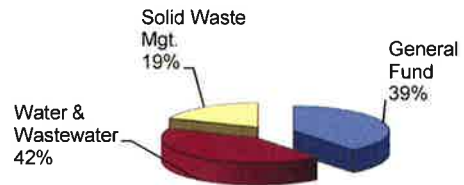
**SUMMARY OF RESOURCES AND EXPENDITURES ALL BUDGETED FUNDS
AND PROJECTION OF FINANCIAL CONDITION AT END OF
FISCAL YEAR 2016-2017**

Fund Description	Actual Fund Bal. (09/30/15)	Est. Fund Bal. (10/01/16)	FY 16-17 Estimated Revenues	FY 16-17 Estimated Expenditures	Est. Transf In	Est. Transf Out	Est. Fund Bal. (9/30/16)
GOVERNMENTAL FUNDS:							
General Fund	1,994,849	1,908,476	4,221,957	4,361,978	0	0	1,768,455
Capital Reserve Acct	0	0	0	0	0	0	0
Subtotal	1,994,849	1,908,476	4,221,957	4,361,978	0	0	1,768,455
PROPRIETARY FUNDS:							
Water & Wastewater	399,628	166,798	4,725,808	4,664,365	0		228,241
Solid Waste Management	451,610	599,550	1,870,520	2,106,756	0	0	363,313
Closure Reserve Acct	594,201	604,201	6,200	0	0	0	611,491
Municipal Golf Course	0	0	204,650	266,692	62,042		0
Subtotal	1,445,439	1,370,549	6,807,178	7,037,813	62,042	0	1,203,046
Totals - All Funds	3,440,288	3,279,025	11,029,135	11,399,791	62,042	0	2,971,501

2016-2017 Revenues



2016-2017 Expenditures



GENERAL FUND
FUND SUMMARY AND PROJECTION OF FINANCIAL CONDITION
AT END OF FISCAL YEAR 2016-2017

	Budgeted FY 2014-15	Actual FY 2014-15	Budgeted FY 2015-16	Estimated FY 2015-16	Proposed FY 2016-17
Beginning Balance (10/1)	1,518,157	1,656,699	1,776,041	1,994,849	1,908,476
Current Assets - Liabilities					
<i>Revenues:</i>					
Taxes	2,917,881	2,973,513	2,944,979	2,879,272	3,134,951
Franchises & St. Rental	589,809	620,877	571,809	520,934	508,500
Licenses & Permits	38,300	42,888	38,300	28,500	27,000
Fines, Forfit & Penalties	80,850	51,654	80,000	67,600	76,100
Other Govt. Agencies	175,038	231,755	189,867	194,973	203,865
Money & Property	20,500	33,274	20,500	77,556	25,000
Charges for Current Svcs.	15,350	17,873	15,350	15,350	17,200
Miscellaneous Revenues	154,741	135,833	242,383	255,651	229,342
Total Revenues	3,992,469	4,110,673	4,103,188	4,039,836	4,221,957
<i>Transfers In:</i>		326,196			
Total Rev. & Transfers	3,992,469	4,436,869	4,103,188	4,039,836	4,221,957
Total Funds Available	5,510,626	6,093,568	5,879,229	6,034,685	6,130,433
<i>Expenditures:</i>					
501 Administration	214,585	250,743	361,621	347,110	363,061
502 General Govt.	251,678	227,846	304,833	283,456	335,566
504 Vehicle Services	34,843	29,017	37,024	31,452	36,869
505 Fire Department	727,526	699,867	730,483	716,298	709,852
506 Police Department	1,589,510	1,531,886	1,632,150	1,534,723	1,561,242
507 Street Department	645,126	763,270	648,570	577,359	636,028
509 Parks Department	573,220	470,533	585,963	496,557	581,123
508 Inspection Services	142,321	130,201	142,479	139,254	138,236
Total Expenditures	4,178,808	4,098,719	4,443,123	4,126,209	4,361,978
<i>Other Financing Sources/Uses</i>					
Debt service including warrants/other					
Total Exp & Transf Out	4,178,808	4,098,719	4,443,123	4,126,209	4,361,978
Excess (deficiency) of Revenues over Expenditures	(186,339)	11,954	(339,935)	(86,373)	(140,021)
Ending Balance (9/30)	1,331,818	1,994,849	1,436,106	1,908,476	1,768,455

GENERAL FUND

REVENUE SUMMARY FY 2016-2017

REVENUE BY SOURCE:

Revenue Source	Budgeted FY 2014-15	Actual FY 2014-15	Budgeted FY 2015-16	Estimated FY 2015-16	Proposed FY 2016-17
<i>Taxes:</i>					
Ad Valorem (Current)	1,702,485	1,718,035	1,792,778	1,792,778	2,036,451
Ad Valorem (Delinquent)	80,000	88,228	80,000	68,000	70,000
Penalty and Interest	55,000	50,588	55,000	20,000	26,000
Sales Tax	1,079,496	1,110,931	1,014,701	995,000	1,000,000
Beverage Tax	900	5,731	2,500	3,494	2,500
Subtotal	2,917,881	2,973,513	2,944,979	2,879,272	3,134,951
<i>Franchise and Street Rentals:</i>					
Water/WW Gross Rec.	84,547	87,991	84,547	74,301	74,500
Solid Waste Gross Rec.	60,262	39,321	60,262	34,633	40,000
Electric (ONCOR & Lyntegar)	220,000	230,784	230,000	220,000	220,000
Gas (ATMOS)	85,000	98,449	95,000	90,000	78,000
Telephone (Windstream)	100,000	64,912	62,000	62,000	61,000
Cable T.V. (Northland)	40,000	31,080	35,000	35,000	30,000
NTS & Misc.	0	68,340	5,000	5,000	5,000
Subtotal	589,809	620,877	571,809	520,934	508,500
<i>Licenses and Permits:</i>					
Business Lic.	4,500	13,851	4,500	10,000	7,500
Solicitor's License/Beer-wine/Insp	11,800	3,870	11,800	4,500	4,500
Building Permits & Fees	22,000	25,167	22,000	14,000	15,000
Subtotal	38,300	42,888	38,300	28,500	27,000
<i>Other Government Agencies:</i>					
Dawson County (Fire)	157,038	169,745	171,867	171,867	176,865
Dawson County (Radio)	0	0	0	0	0
Dawson County (Pool)	18,000	24,166	18,000	18,000	22,000
L.I.S.D. (School Officer)	0	0	0	0	0
Grants & Miscellaneous Agencies	0	37,844	0	5,106	5,000
Subtotal	175,038	231,755	189,867	194,973	203,865

GENERAL FUND

REVENUE SUMMARY FY 2016-2017

REVENUE BY SOURCE:

Revenue Source	Budgeted FY 2014-15	Actual FY 2014-15	Budgeted FY 2015-16	Estimated FY 2015-16	Proposed FY 2016-17
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Fines, Forfeitures and Penalties:

Municipal Court Fines	80,000	51,063	80,000	67,000	68,000
Judicial Court Efficiency	850	591	0	600	800
Security/technolog transfer	0		0		7,300
Subtotal	80,850	51,654	80,000	67,600	76,100

Income From Money & Property

Interest on Investments	2,500	3,260	2,500	5,500	5,000
Rental of Facilities	16,000	25,504	16,000	18,000	18,000
Rental/Sales of Equipment	2,000	4,204	2,000	0	2,000
Rental/Sales of Land	0	306	0	54,056	0
Subtotal	20,500	33,274	20,500	77,556	25,000

Charges for Current Services:

Tax Certificates	350	296	350	350	350
Sale of Matl., Supl., Labr.	2,000	1,887	2,000	2,000	2,000
Swim. Pool Admissions	8,000	9,091	8,000	8,000	9,850
Swim. Pool Concessions	5,000	6,599	5,000	5,000	5,000
City baseball & softball fees	0		0	0	0
Tax Note 2012		0		0	
Subtotal	15,350	17,873	15,350	15,350	17,200

Miscellaneous Revenues:

Credit Card fees	3,000	11,246	10,000	10,000	10,000
W/WW (P.I.L.O.T)	35,128	29,783	40,221	25,150	35,128
Solid Waste (P.I.L.O.T)	45,313	39,437	40,221	36,000	45,313
Court Cost Adm. Charges	25,000	16,982	25,000	25,000	25,000
Misc. Income	34,400	20,380	34,400	39,651	26,000
L.E.D.Corp. Adm. Charges	8,400	7,700	8,400	8,400	8,400
Court Technology fees/Ins.Recover	3,500	10,305	3,500	38,950	3,500
CFS Revenue	0	0	80,641	72,500	76,000
Subtotal	154,741	135,833	242,383	255,651	229,342

Total GF Revenue	3,992,469	4,107,667	4,103,188	4,039,836	4,221,957
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**GENERAL FUND
REVENUE SUMMARY FY 2016-2017**

REVENUE DETAIL:

T A X E S:

40101 AD VALOREM - CURRENT	2,036,451
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Current Ad Valorem Taxes are property taxes which are due during the period October 1, 2006 to July 31, 2007

40102 AD VALOREM - DELINQUENT	70,000
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Delinquent taxes are those property taxes which were due in prior years and paid in the current year.

40103 PENALTY AND INTEREST	26,000
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Property taxes which are paid after they become delinquent are assessed penalties and interest.

40104 SALES TAX	1,000,000
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Sales tax revenues are collected by the State Comptroller, upon 1% of certain retail and service purchases.

40106 BEVERAGE TAX	2,500
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The State Comptroller collects

Subtotal	3,134,951
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FRANCHISE AND STREET RENTALS:

40206 WATER AND WASTEWATER GROSS RECEIPTS	74,500
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The Water and Wastewater Enterprise Fund pays the General Fund an amount based upon 3% of gross operating revenue.

40207 SOLID WASTE GROSS RECEIPTS	40,000
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The Solid Waste Management Enterprise Fund pays the General Fund an amount based upon 5% of gross operating revenue.

40201 ELECTRIC UTILITY FRANCHISE	220,000
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The city collects a franchise fee from TXU Electric based upon 4% of gross reported sales, in exchange for use of city streets & alley rights-of-way.

40202 GAS UTILITY FRANCHISE	78,000
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The city collects a franchise fee from ENERGAS based upon 4% of gross reported sales in exchange for use of city streets & alley rights-of-way.

**GENERAL FUND
REVENUE SUMMARY FY 2016-2017**

REVENUE DETAIL: (Continued)

40203 TELEPHONE UTILITY	61,000
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The city collects a fee from telephone utilities (Valor, Lyntegar & others) in exchange for use of city streets & alley rights-of-way.

40204 CABLE TELEVISION UTILITY FRANCHISE	30,000
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The city collects a franchise fee from Northland Cable TV based upon 4% of gross receipts, in exchange for use of city streets & alley rights-of way.

40205 MISCELLANEOUS FRANCHISE FEES	5,000
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The city collects franchise fees from businesses that use city owned property or right-of-way.

Subtotal	508,500
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LICENSES AND PERMITS:

40302 BUSINESS LICENSES AND INSPECTION FEES	7,500
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The city collects license fees from individuals in the electrical and plumbing business'. Fees are charged for plumbing and electrical inspections required by the city codes. Licenses are also required for certain businesses, such as Amusement Centers.

40303 SOLICITOR'S LICENSES	4,500
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The city collects a \$ 50 annual fee from solicitors, peddlers, and persons engaging in temporary business.

40301 BUILDING PERMITS & FEES	15,000
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The city collects fees for: Building permits, moving permits, and filing fees for zoning cases for the Board of Adjustment and the Planning and Zoning Commission.

Subtotal	27,000
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FINES, FORFEITURES, AND PENALTIES:

40401 MUNICIPAL COURT FINES	68,000
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Fines collected in the municipal court for the violation of city ordinances and state laws, and bond forfeitures.

Subtotal	76,100
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**GENERAL FUND
REVENUE SUMMARY FY 2016-2017**

REVENUE DETAIL: (Continued)

OTHER GOVERNMENT AGENCIES:

40601 DAWSON COUNTY - FIRE	176,865
Contract to provide rural fire services for the county.	
40602 DAWSON COUNTY - COMMUNICATIONS	0
Agreement to provide dispatching and communications services for Sheriff's Dept.	
40603 DAWSON COUNTY - SWIMMING POOL	22,000
Agreement with Dawson County for county to pay one-half of the operating loss of the swimming pool.	
40605 LAMESA IND. SCHOOL DIST.	0
The city receives funds from L.I.S.D. for an in-school officer.	
40606 PERMIAN BASIN REGIONAL PLANNING COMMISSION	5,000
US Dept. of Justice grants and Task Force	
Subtotal	203,865

INCOME FROM USE OF MONEY AND PROPERTY:

40505 INTEREST ON INVESTMENTS	5,000
Includes interest from investments of idle cash in the General Fund.	
40501 RENTAL OF FACILITIES	18,000
Includes fees from rental of community buildings (Forrest Park Pioneer Park). Also includes fees collected from rental of ball fields and other facilities.	
40504 RENTAL OF EQUIPMENT	2,000
Includes fees from rental of city owned equipment for private use and use by other agencies. Fees for rental are set according to a standard hourly rate by city council resolution.	
40502 RENTAL OF LAND	0
Includes fees from rental of city owned land. Rental rates set by the City Council.	
Subtotal	25,000

**GENERAL FUND
REVENUE SUMMARY FY 2016-2017**

REVENUE DETAIL: (Continued)

CHARGES FOR CURRENT SERVICES:

40802 TAX CERTIFICATES	350
Includes fees collected for the issuance of tax certificates.	
40803 SALE OF MATERIALS, SUPPLIES, AND LABOR	2,000
Includes fees collected for the sale of city owned materials (cold mix, caliche, etc.), supplies (copies & reports) and labor performed by city employees.	
40804 SWIMMING POOL ADMISSIONS	9,850
Includes fees for daily admissions to the swimming pool and fees for private rentals of the pool.	
40805 SWIMMING POOL CONCESSIONS	5,000
Includes revenues from sales of concessions at the swimming pool.	
40808 BASEBALL & SOFTBALL LEAGUE FEES	0
Includes fees charged to Cal Ripkin and Girls softball fast pitch.	

Subtotal 17,200

MISCELLANEOUS REVENUES:

40901 & 40902 PAYMENTS IN LIEU OF TAXES	80,442
Includes payments in lieu of taxes by Enterprise Funds operating departments, based upon value of fixed assets.	
40903 COURT COST ADMINISTRATIVE CHARGES	25,000
Includes administrative charges allowed on collection of state court costs fees. (10% of court cost fees)	
40904 MISCELLANEOUS INCOME	123,900
Includes income from other sources, including DARE contributions, C.O.P.S. Grant from Justice Dept. & L.E.D.C. admin. charges.	
CFS , Credit Card Fees	

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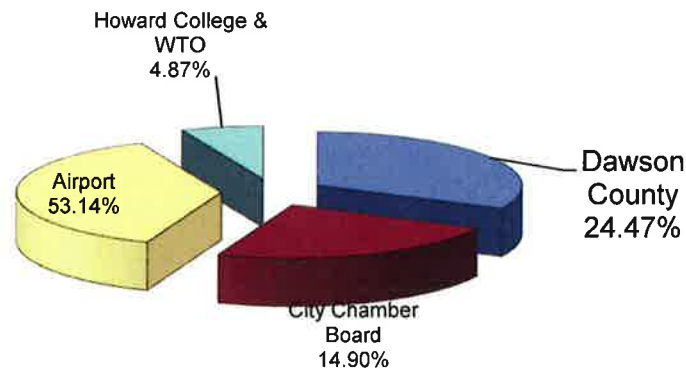
Total General Fund Revenues 4,221,957

INTERGOVERNMENTAL

General Government Department

Account : 5023

Account Category	Budgeted FY 2014-15	Actual FY 2014-15	Budgeted FY 2015-16	Estimated FY 2015-16	Proposed FY 2016-17
300 REIMBURSEMENTS					
Reimbursements for CC from Enterprise Funds	(16,000)	(12,000)	(16,000)	(16,000)	(16,000)
Subtotal	(16,000)	(12,000)	(16,000)	(16,000)	(16,000)
400 Building/Head Start Bldg		0			
Subtotal		0			
600 MISCELLANEOUS SERVICES					
Light & Power	4,638	2,083	4,638	9,000	4,638
Howard Col. & WTO (Util.)		0			
Subtotal	4,638	2,083	4,638	9,000	4,638
700 SUNDRY CHARGES					
Dawson Co. Welfare	752	752	752	752	752
Dawson Co. Library	7,560	7,560	7,560	7,560	7,560
City Chamber Board	17,240	17,240	17,240	17,240	14,192
Senior Citizen's Center	15,000	15,240	15,000	15,000	15,000
Airport Board	10,000	10,000	27,500	27,500	50,625
Ports to Plains Board member	2,500	4,997	2,500	2,500	2,500
Subtotal	53,052	55,789	70,552	70,552	90,629
Capital Outlay		0			
DEPARTMENT TOTAL	41,690	45,872	59,190	63,552	79,267



City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: AUGUST 30, 2016

AGENDA ITEM: 9

SUBJECT: 2nd PUBLIC HEARING - AD VALOREM TAX RATE – 2016
PROCEEDING: 2nd Public Hearing
SUBMITTED BY: City Staff
EXHIBITS:
AUTHORITY: City Charter – Article V, Taxes and Taxation
State Law; Property Tax Code, Sec.26.05 and 31.05

SUMMARY STATEMENT

2nd Public Hearing on a proposed property tax rate of \$.827521 for 2016. This tax rate will raise \$2,213,533 which is \$240,458 more than taxes imposed last year.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.99 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$56.19 {Section 26.05(b)1(A&B) OF THE PROPERTY TAX CODE}.

2nd PUBLIC HEARING

Following the report from the City Manager, the Mayor will ask if anyone wishes to speak regarding the proposed Tax Rate for 2016.

The following persons spoke:

_____	_____
_____	_____
_____	_____

Following the public comments the Mayor **will close the public hearing**

City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 10

SUBJECT: CITY MANAGER REPORT

SUBMITTED BY: City Manager

SUMMARY STATEMENT

City Manager to report on current activities and answer questions from the City Council, including:

COUNCIL ACTION

No City Council action required.

City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 11

SUBJECT: MAYORS REPORT

SUBMITTED BY: Mayor

SUMMARY STATEMENT

City Mayor to report on future plans and goals.

COUNCIL ACTION

No City Council action required.

City Council Agenda

City of Lamesa, Texas

DATE OF MEETING: SEPTEMBER 6, 2016

AGENDA ITEM: 12

ADJOURNMENT: Announcement by the Mayor- "The next regularly scheduled meeting of the City Council of the City of Lamesa will be **September 13, 2016**, at 5:30 P.M."

Upcoming Meetings

- **September 13, 2016: City Council Meeting (1st Reading of Ordinance Adopting Tax Rate)**
- **September 20, 2016: City Council Meeting (2nd Reading of Ordinance Adopting of Tax Rate)**