

AGENDA

NOTICE OF MEETING

Notice is hereby given that the governing body of the City of Canyon will meet at 5:30 p.m. on the 1st day of February 2016, in the Commission Chambers of City Hall at 301 16th Street in the City of Canyon to discuss the following agenda items:

1. Call to Order.
2. Invocation.
3. Pledge of Allegiance.
4. Approval of the Minutes of the Meeting of December 21, 2015.
5. Public Comment – Comments from Interested Citizens.
6. Conduct Public Hearing and Consider and Take Appropriate Action on Adopting the 2014 Updated Hazard Mitigation Plan for the City of Canyon.
7. Conduct a Public Hearing and Consider and Take Appropriate Action on Ordinance No. 1031, Amending Chapter 156, Zoning Code of the City of Canyon Code of Ordinances, by Adding Section 5.14, Sidewalk Displays and Cafes and Amending Table 1-1, Summary Use Chart.
8. Consider and Take Appropriate Action on an Update of Repairs to a Substandard Structure at 1615 4th Ave.
9. Consider and Take Appropriate Action on 2015 Annual Code Enforcement Report
10. Consider and Take Appropriate Action on Quarterly Finance Report by Finance Director Chris Sharp.
11. Consider and Take Appropriate Action on Quarterly Investment Report by Finance Director Chris Sharp..
12. Consider and Take Appropriate Action on Annual Police Report and 2015 Racial Profiling Report from Chief of Police Dale Davis.
13. Consider and Take Appropriate Action on Bids Received for Wastewater Collection System Improvements – 12” Sewer Line in 1st Avenue from 8th Street to 600’ East of Brown Road – EDA Project # 08-01-05039..
14. Consider and Take Appropriate Action on Bids Received for Sealcoating – 2016 Project.
15. Strategic Plan Phase 1 Update.
16. Consider and Take Appropriate Action on Need for Public Restrooms on Downtown Square, Location Desired, and Commitment to Maintain.
17. Executive Session Pursuant to Texas Government Code §551.074 Personnel, Appointments to Boards and Commissions (Main Street Board, Bi-City-County Health Department), and §551.071 Consultation With Attorney.
18. Consider and Take Appropriate Action on Items Discussed in Executive Session.
19. Consider and Take Appropriate Action on Meeting Dates for February 2016
20. Adjournment.



Randy Criswell, City Manager

I certify that the above Notice of Meeting was posted on the bulletin board of the Civic Complex of the City of Canyon, Texas on the 29th day of January 2016.



Gretchen Mercer, City Clerk

The City Commission of the City of Canyon met in regular session at 5:30 p.m. in the City Commission Chambers of the Civic Complex. Mayor Alexander presided over the meeting with the following Commissioners in attendance: Justin Richardson and Joe Shehan. Mayor Pro Tem Gary Hinders and Commissioner David Logan were unable to attend.

Also present were the following City Staff: City Manager Randy Criswell, Assistant City Manager Chris Sharp, City Secretary Gretchen Mercer, Golf Course Manager John Haun, Director of Golf Casey Renner, Director of Code Enforcement Danny Cornelius, Assistant City Manager for Special Projects Jon Behrens, Director of Public Works Dan Reese, and City Attorney Chuck Hester.

Item 1. Call to Order.

Mayor Alexander called the meeting to order at 5:36 p.m.

Item 2. Invocation.

Mayor Alexander gave the invocation.

Item 3. Pledge of Allegiance.

Mayor Alexander led the Pledge of Allegiance.

Item 4. Approval of Minutes of the Meeting of December 7, 2015.

Commissioner Shehan moved, duly seconded by Commissioner Richardson, to approve the minutes of December 7, 2015 as presented. Motion carried unanimously.

Item 5. Public Forum – Comments from Interested Citizens.

No comments were made.

Item 6. Consider and Take Appropriate Action on a Livestock Permit Renewal Request by Alberta Evans at 510 US Highway 60.

Code Enforcement Director Danny Cornelius presented a renewal application for a Livestock Permit from Albert Evans at 510 US Highway 60. Mr. Cornelius stated the permit was last renewed December 15, 2014 allowing a maximum number of livestock to 4 animals. The permit expired annually December 31 as stated in Section 91.21 of the Code of Ordinances. Mr. Cornelius said the City Commission has the right to revoke any livestock permit if it finds the premises to be a public nuisance. Mr. Cornelius said an outbuilding had been deemed an "unsafe structure" and is up for removal. Ms. Evans stated she could not afford to replace or repair the structure to code so destruction was the best option. Mayor Alexander asked about the fence, referring to past permit issuance with the condition of the fence being constructed all around to screen the property and a proposed carport to house junk vehicles. Mayor Alexander asked City Attorney Chuck Hester if the back of the property had to be screened. Mr. Hester stated if it is visible from a public right-of-way it is required to be screened. Ms. Evans stated she

did not have the means to construct a carport/garage and a fence would be more realistic for her. Mr. Cornelius said there had been no complaints on the animals, just weed violations and the unsafe structure currently being addressed. Mr. Cornelius said 5 notices were sent to property owners within 200 ft. with no responses received.

After discussion, Commissioner Richardson moved, duly seconded by Commission Shehan to renew the livestock permit. Motion carried unanimously.

Item 7. Conduct a Public Hearing and Consider and Take Appropriate Action on Ordinance No. 1032 to Rezone the Proposed Canyon East Unit No. 5 to SF-S (Single-Family Suburban Residential District) from SF-A (Single-Family Agricultural Residential District).

Code Enforcement Director Danny Cornelius presented Ordinance No. 1032 for consideration. Mr. Cornelius stated all undeveloped land is annexed in as agriculture temporarily until the appropriate zoning is requested. Mr. Cornelius said Kuhlman and Sons LP and Canyon East Development LLC recently submitted a plat for Canyon East Unit No. 5 and the application for zoning. The proposed use is single-family dwellings. Mr. Cornelius said 16 letters were sent out to property owners within 200 feet with 3 responses, all in favor of the request.

Mayor Alexander opened the public hearing.
There being no comment, Mayor Alexander closed the public hearing.

After discussion, Commissioner Richardson moved, duly seconded by Mayor Alexander to adopt Ordinance No. 1032 as presented. Motion carried unanimously.

ORDINANCE NO. 1032
Rezoning Canyon East Unit No. 5
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CANYON,
TEXAS, REZONING CANYON EAST UNIT NO. 5, AN ADDITION TO THE
CITY OF CANYON, RANDALL COUNTY, TEXAS, PROVIDING THAT THE
ZONING CLASSIFICATION BE POSTED UPON THE ZONING DISTRICT
MAPS OF THE CITY OF CANYON, PROVIDING THAT ALL ORDINANCES
OR PARTS OF ORDINANCES IN CONFLICT HEREWITH ARE EXPRESSLY
REPEALED, AND PROVIDING FOR AN EFFECTIVE DATE.

Item 8. Consider and Take Appropriate Action on a Plat for Canyon East Unit No. 5.

Code Enforcement Director Danny Cornelius presented a plat for Canyon East Unit No. 5. Mr. Cornelius said this was the final step after rezoning of Canyon East Unit No. 5 with 29 proposed lots. Mr. Cornelius said there were several lots that did not meet the setback requirements as defined in the Zoning Ordinance, but there are provisions for adoption and acceptance of setbacks requested by the developer if they vary from the Ordinance. Canyon Planning and Zoning Commission had considered them and recommended approval of the Plat as presented.

After discussion Commissioner Richardson moved, duly seconded by Mayor Alexander to adopt the Plat for Canyon East Unit No. 5 as presented and as recommended by the Canyon Planning and Zoning Commission. Motion carried unanimously.

Item 9. Consider and Take Appropriate Action on Bids Received for: Water System Improvements - Upper Pressure Plane Transmission Line and Pressure Plane Station No. 2.

Public Works Director Dan Reese presented bids opened December 9, 2015 for Water System Improvements – Upper Pressure Plane Transmission Line and Pressure Plane Station No. 2 with nine bids received.

BID TABULATION SHEET

**WATER DISTRIBUTION SYSTEM IMPROVEMENTS
 UPPER PRESSURE PLANE TRANSMISSION LINE AND PRESSURE PLANE STATION NO. 2
 City of Canyon – December 3, 2015 – 2:00 pm**

Bidder	Base Bid	Calendar Days	Alt #1	Calendar Days	Total Amt. Bid
Amarillo Utility Contractors Amarillo, TX	\$2,278,320.00	180	\$ 82,020.00	40	\$2,360,340.00
BRB Contractors Topeka, KS	\$2,159,410.00	150	\$ 86,510.00	30	\$ 2,225,920.00
Garney Construction Houston, TX	\$2,168,250.00	300	\$ 57,950.00	30	\$2,226,200.00
L.A. Fuller & Sons, LTD Amarillo, TX	\$2,752,575.00	385	\$ 67,762.00	20	\$2,820,337.00
MH Civil Constructors Amarillo, TX	\$2,501,100.04	300	\$ 69,843.61	30	\$2,570,943.65
Redpoint Contracting Phoenix, AZ	\$2,522,322.00	120	\$ 55,840.00	7	\$2,578,162.00
Smithco Construction Caballo, NM	\$2,550,020.00	210	\$ 77,940.00	0	\$2,627,960.00
Spiess Construction Mansfield, TX	\$2,413,100.00	300	\$ 95,290.00	60	\$2,508,390.00
Whitewater Construction	\$3,233,490.00	180	\$ 182,520.00	30	\$3,416,010.00

Waco, TX

Mr. Reese stated after several years of planning, design and right-of-way acquisition, the project was ready to go completing necessary infrastructure to accomplish long term goals that would secure water supply delivery to the City of Canyon. Mr. Reese said water would be available from the Kim Rd. and Rockwell wellfields in addition to the Amarillo supply. Mr. Reese said the pipeline would also provide water service to potential development north of Hunsley Road and west of FM 2590 as well as other designs being proposed. Commissioner Shehan questioned the location of the proposed line. It was explained that this project had been in consideration for several years, and the City Engineer and staff felt the location was appropriate and necessary. Mr. Reese said it was the recommendation of staff and the City Engineer to award the bid to the low bidder, BRB Contractors in the amount of \$2,225,920.00.

After discussion, Commissioner Richardson moved, duly seconded by Mayor Alexander to award the bid to the low bidder, BRB Contractors in the amount of \$2,225,920.00 as recommended. Motion carried 2-1 with Commissioner Shehan voting against.

Item 10. Palo Duro Creek 2015 Golf Shop Report.

Golf Course Superintendent John Haun and Golf Course Manager Casey Renner presented the 2015 Report for the Palo Duro Creek Golf Course.

Item 11. Palo Duro Creek 2014-2015 Fiscal Year Grounds Report.

Golf Course Superintendent John Haun and Golf Course Manager Casey Renner presented the 2015 Report for the Palo Duro Creek Golf Course Grounds.

Item 12. Consider and Take Appropriate Action on Palo Duro Creek Tournament Policies.

Golf Course Manager Casey Renner presented a proposed policy to govern all tournaments and outings at Palo Duro Creek Golf Course. Mr. Renner said this was to ensure that all parties have notice of their responsibilities and the policies will not be negotiable.

After discussion, Commissioner Shehan moved, duly seconded by Commissioner Richardson to approve the Palo Duro Creek Golf Course Tournament Policies as presented. Motion carried unanimously.

Item 13. Consider and Take Appropriate Action on Palo Duro Creek Tournament Fees.

Golf Course Manager Casey Renner presented proposed 2016 fee schedule for tournaments. Mr. Renner said the new fees included a \$3.00 per player charge to cover costs of paper, ink, score sheets ect.

<u>Old Fee</u>	<u>New Fee</u>	
Weekday (Monday-Thursday), shotgun start 40 players and up		\$27.00
Weekday (Monday-Thursday), shotgun start 40 players and up		\$28.00
Weekend (Friday-Sunday), shotgun start 40 players and up		\$31.00
Weekend (Friday-Sunday, Holidays) SG start 40 players and up		\$33.00
Weekday (Monday-Thursday), Tee times start 39 players and under		\$27.00
Weekday (Monday-Thursday), Tee times start 39 players and under		\$28.00
Weekend (Friday-Sunday, Holidays), Tee times 39 players and under		\$31.00
Weekend (Friday-Sunday, Holidays), Tee times 39 players and under		\$33.00

After discussion, Commissioner Shehan moved, duly seconded by Commissioner Richardson to adopt the Tournament Fees as presented. Motion carried unanimously.

Item 14. Consider and Take Appropriate Action on Palo Duro Creek Daily Green Fees.

Golf Course Manager Casey Renner presented proposed 2016 Green fees for Palo Duro Creek Golf Course. Mr. Renner said it was proposed to put the increased amount into the existing \$1 per cart fee to be used strictly for capital improvements to the golf course, excluding equipment. Mr. Renner said the fees should raise between \$20,000 and \$30,000 per year and used to help fund capital improvements such as clubhouse expansion, irrigation, cart barn improvements and other such improvements.

Palo Duro Creek Golf Course
 Proposed 2016 Fee Schedule

Fee name	2015	Proposed 2016
<i>Permits</i>		
Permits- Senior, single 60+, weekday only	\$550.00	\$550.00
Additional per person fee, any category	\$275.00	\$275.00
Single, any day	\$825.00	\$825.00
 Jr. Permit High school senior or younger, June thru August, Monday thru Thursday only	 \$180.00	 \$180.00

		Green fees	
Fee name		2015	Proposed 2016
Green fee- Monday thru Thursday		\$14.00	
			<u>\$15.00</u>
Green fee- Friday, Saturday, Sunday, Holidays		\$18.00	
			<u>\$20.00</u>
Twilight- After 4 pm		\$10.00	\$10.00
Jr. Fee High school senior or younger		\$ 8.00	\$ 8.00
College Monday thru Thursday		\$10.00	
			<u>\$11.00</u>
Friday, Saturday, Sunday, Holidays		\$13.00	
			<u>\$15.00</u>
Senior 60+ Monday thru Thursday		\$10.00	
			<u>\$11.00</u>
Senior 60+ Friday, Saturday, Sunday, Holidays		\$13.00	
			<u>\$15.00</u>
<u>Cart fees</u>			
Cart fees 18 holes		\$13/\$26	\$13/\$26
9 holes		\$ 7/\$13	\$ 7/\$13

After discussion, Commissioner Richardson moved, duly seconded by Commissioner Shehan to adopt the Daily Green Fees for Palo Duro Creek Golf Course as presented. Motion carried unanimously.

Item 15. Consider and Take Appropriate Action on Possible Public Input Meetings for Development of a Short Term Strategic Plan.

City Manager Randy Criswell presented a draft of a plan to solicit public input from a series of Public Meetings and utilize the information to help develop a Short Term Strategic Plan. Mr. Criswell said items of importance to the citizens of Canyon would be determined from their input. Mr. Criswell said Commissioner Richardson and himself had been working on the plan and presented a draft. The draft included the following possibilities:

- Schedule 4 public meetings in January or February, two in the day and two in the evening.
- Each Commissioner would need to provide at least 20 names to be personally invited with a letter from the Mayor.
- Work with the WT Journalism Department to conduct the interviews and gather the information from citizens and compile the results.
- Set up tables with different subjects, Exact Details to be worked out by staff.'
- Once WT finished with their compilation of the results, then we would work together to establish a small list of short term goals.

After discussion, the Commission stated they would like to continue with the plan and schedule public meetings.

Item 16. Executive Session Pursuant to Texas Government Code, §551.074 Personnel: Appointments to Boards and Commissioner (Canyon Housing Authority); §551.072 Real Property, and §551.071 Consultation with Attorney.

Mayor Alexander indicated the Commission would adjourn into executive session at 7:17 pm.

Item 17. Consider and Take Appropriate Action on Items Discussed in Executive Session.

Upon returning from executive session at 8:22 pm, the following action was taken.

Commissioner Richardson moved, duly seconded by Commissioner Shehan to reappoint Connie Hopson and Medina Ortiz to the Canyon Housing Authority and appoint Kent Bridenstine to fulfill the term vacated by Charles White. Motion carried unanimously.

Item 18. Consider Meeting Dates for January 2016.

After discussion, the Commission agreed to not meet at all in the month of January 2016 unless something needed to be addressed.

Item 19. Adjournment

There being no further business, Commissioner Shehan moved this meeting be adjourned.

Quinn Alexander, Mayor

ATTEST:

Gretchen Mercer, City Secretary

To: Mayor and City Commission

From: Mike Webb, Fire Chief

Date: January 26, 2016

Re: Hold Public Hearing and Consider and Take Appropriate Action on Adopting the 2014 Updated Hazard Mitigation Plan for the City of Canyon.

The Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance. A Mitigation Action Team ("MAT") comprised of stakeholder groups in the City of Canyon was convened to assess the risks from and vulnerabilities to natural hazards that are endemic to the area, and to make recommendations on mitigating the effects of such hazards. The original Hazard Mitigation plan was adopted in 2006 and is required to be updated every five (5) years.

The City of Canyon has submitted an updated plan and has received notification from FEMA that it is approvable. In order to receive final approval the plan must be adopted by the City of Canyon and verification of the adoption must be submitted to the state.

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.dps.texas.gov



STEVEN C. McCRAW
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COMMISSION
A. CYNTHIA LEON, CHAIR
MANNY FLORES
FAITH JOHNSON
STEVEN P. MACH
RANDY WATSON

November 9, 2015

The Honorable Quinn Alexander
Mayor, City of Canyon
301 16th St.
Canyon, TX 79015

RE: Approvable Pending Adoption of the City of Canyon Local Mitigation Plan

Dear Mayor Alexander,

Congratulations! FEMA has concluded the review of the City of Canyon, Texas, local mitigation action plan, and the plan is found to be approvable pending adoption. In order for this plan to receive final FEMA approval, the jurisdiction(s) must adopt this plan and submit the complete adoption package to the state within 90 days. The plan update timeline will begin on the date of the FEMA approval letter. Please mail us the complete adoption package in the form of a CD containing the following:

- The final plan formatted as a single document
 - Plan must be dated to match the date of the first adoption
 - Remove track changes, strikethroughs and highlights
- All signed resolutions as a separate single document

The previous review tool may contain recommendations to be applied to your next update. **DO NOT** make any further changes to your plan until it has been approved.

The following participating governments are included in this plan.

- City of Canyon

If you have any questions concerning this procedure, please do not hesitate to contact me at Mitchell.Osburn@dps.texas.gov or 512-337-0043. We commend you for your commitment to mitigation.

Respectfully,

Mitchell A. Osburn
Mitigation Plans Administrator
Texas Division of Emergency Management
Texas Homeland Security
Texas Department of Public Safety

MO/kcg

**NOTICE OF A PUBLIC HEARING ON THE ADOPTION
OF THE CITY OF CANYON HAZARD MITIGATION PLAN UPDATE**

The Canyon City Commission will conduct a public hearing before considering final adoption of the recently completed 2014 City of Canyon Hazard Mitigation Plan Update on _____ at _____ p.m. in the Commission Chambers of the Canyon City Hall located at 301 16th Street in Canyon, Texas. This plan incorporates mitigation actions intended to minimize the impacts of certain natural hazards on the residents of Canyon.

The Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance. A Mitigation Action Team (“MAT”) comprised of stakeholder groups in the City of Canyon was convened to assess the risks from and vulnerabilities to natural hazards that are endemic to the area, and to make recommendations on mitigating the effects of such hazards. The original Hazard Mitigation plan was adopted in 2006 and is required to be updated every five (5) years.

A copy of the plan is now available for review during normal business hours in several locations in Canyon including: the Canyon City Hall, Canyon City Library, and the Canyon Office of Emergency Management. The plan may also be reviewed online at:

<http://theprpc.org/Programs/EmergencyPreparedness/default.html>

The meeting is open to the public and members of the community are encouraged to attend to offer feedback and comment.

MEMORANDUM

DATE: December 14, 2015
TO: City of Canyon City Commission
FROM: John Kiehl, Regional Services Director; Emily Nolte, PRPC Regional Emergency Planner
SUBJECT: City of Canyon Hazard Mitigation Plan Update
- Public Hearing
- Consideration of Final Adoption

The original City of Canyon Hazard Mitigation Plan (the "MAP") was federally-approved and adopted by Canyon in late 2006. That plan has to be updated periodically in order for the City to maintain its eligibility to receive hazard mitigation grant funds from the Federal Emergency Management Agency (FEMA).

What the Commission is now being asked to consider is the final adoption of the update to the original City of Canyon MAP. This update has been under construction for some time now. The document was developed by a Mitigation Action Team (MAT) comprised of representatives from the City that met on multiple occasions during the update development process. The document identifies Canyon's natural hazards vulnerabilities and lays-out a set of hazard-specific mitigation actions that can be taken to reduce the potential impacts of those hazards when they next occur.

The plan also has to be reviewed and approved by both the Texas Division of Emergency Management (TDEM) and FEMA. Both agencies have now provisionally approved the last draft that was submitted for their review so all that remains before the plan can be **finally** approved is for the City to adopt the update. Once the adoption resolution has been submitted to TDEM, the update will then be officially approved by FEMA.

The adoption process follows a two-step approach. The **first** involves a public hearing during which residents are given the opportunity to comment on the plan. The plan has been made available for public review in the Canyon City Hall, the Canyon Library, the Canyon Office of Emergency Management and online at:

<http://www.prpc.cog.tx.us/Programs/EmergencyPreparedness/hazmit.html>

The update addresses the eight primary natural hazards most apt to impact the City and the areas within the Canyon ETJ. These eight hazards include:

- | | | |
|----------------|-------------------------|------------------|
| 1) Dam Failure | 4) Hail | 7) Wildfires |
| 2) Drought | 5) Severe Thunderstorms | 8) Winter Storms |
| 3) Flooding | 6) Tornadoes | |

The document details why these hazards are considered to be of concern to the area based on historical weather records, incident narratives and projections of future occurrences.

The biggest challenge the MAT faced in developing this update was in identifying sensible mitigation actions that would satisfy FEMA's definition of "*mitigation*". FEMA defines mitigation as an action that results in the reduction of the severity or seriousness of a natural hazard. So the update's action had to be prevention-based as opposed to recovery. In the original 2006 plan, several of the proposed actions involved the purchase of equipment to respond to a hazard event (e.g., brush trucks, snow plows, etc.). With the plan updates, FEMA made it clear that these types of actions would no longer be considered. Consequently, the MAT spent a great deal of time in discerning actions which if implemented, would have value to the City and still meet FEMA's standards for a mitigation action.

The update identifies a number of actions that are public education based. They tend to support the fact in many instances; mitigation relies on voluntary participation by residents. For example, using "*Educate the public on the value of using of hail resistant roofing products when replacing damaged roofing on existing structures and when installing roofing on new structures*" as a hail mitigation action is intended to involve residents voluntarily in an action that reduces the potential for damage to their own property.

What is the value of having a FEMA-approved plan? Jurisdictions that have such plans are then eligible to receive federal hazard mitigation grant program funding to help them carry out mitigation actions. FEMA will provide up to 75% of the cost on approved projects, with the balance met by local funds or in-kind resources.

As a whole, the Panhandle region has greatly benefited from the mitigation plans that were originally written for each County back in 2006-2007. Over 2,800 safe rooms (tornado shelters) have since been installed in home across the region (including in the City of Canyon); outdoor warning sirens have been added in several communities, two community tornado shelters have been built and the region has been able to implement a mass notification system that's available to all jurisdictions in the Panhandle. All told, those original plans have resulted in FEMA grant investments in the region of over \$8 million since 2006.

The **second** step in the process involves the City Commission's adoption of the 2014 plan update by resolution. Attached to this memo, you'll find a resolution that can be used for this purpose. Assuming the Commission favorable considers the resolution, a fully executed copy of the document should be returned to the PRPC. We'll pass that through to TDEM as soon as it is received. TDEM will then follow-up with a letter to the Mayor informing him that the 2014 City of Canyon Hazard Mitigation Plan has been finally approved by TDEM and FEMA.

By the way, this is called the 2014 plan update because that's when the plan update was original schedule to be completed. It's taken quite some time to develop a document that would be acceptable to both the City and FEMA. It's also taken quite a bit of persistence on the part of all involved to see this update through to its conclusion but it's done now; at least for the next five years.

CITY OF CANYON HAZARD MITIGATION PLAN UPDATE

Canyon – In December, the Mayor of Canyon received notice from the Texas Division of Emergency Management (TDEM) that the last draft of the 2014 APR Hazard Mitigation Plan Update submitted for TDEM and Federal Emergency Management Agency (FEMA) review had been provisionally approved. That notice nearly concludes an effort that has taken over two years to complete.

The first Canyon Hazard Mitigation Plan was finally approved by TDEM/FEMA in December 2006. In order for the City to remain eligible to receive FEMA hazard mitigation grant funding in the future, it has to be updated and re-approved by FEMA every five years.

The plan addresses the natural hazards that impact the City of Canyon. Its purpose is to identify actions and resources which can help to reduce or eliminate the severity of natural hazards impacts, those to which the City is disposed to, on people and property.

In order for the plan update to be finally approved by TDEM/FEMA, the Canyon City Commission will now have to adopt the plan. This action will be considered by the Commission, following a public hearing. That meeting will be announced later this month.

The plan is now available for public review and copies can be found at the Canyon City Library, at the Canyon City Hall and in the office of the City's Emergency Management Coordinator. Questions, comments or concerns regarding the final draft should be directed to the City's Emergency Management Coordinator, Mike Webb. The plan can be reviewed on-line at: <http://theprpc.org/Programs/EmergencyPreparedness/default.html>

The plan lists all the members that participated on the Canyon Mitigation Action Team (MAT). Each of these individuals devoted a great deal of time and energy to the update process. It's not easy to develop a plan that will satisfy all of FEMA's standards but the Canyon MAT members stayed with the process through to the end.

* * * * *

RESOLUTION NO. 01-2016

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF CANYON, TEXAS,
ADOPTING THE 2014 UPDATED CITY OF CANYON HAZARD MITIGATION PLAN**

WHEREAS, certain areas of the City of Canyon, Texas, are vulnerable and subject to a variety of natural hazards which pose a potential threat to the welfare, safety and property of the City's residents; and,

WHEREAS, to the extent practical, the City of Canyon intends to prepare for and mitigate against such hazards; and,

WHEREAS, under the Disaster Mitigation Act of 2000 (P.L. 106-390), as of November 1, 2004, the Federal Emergency Management Agency (FEMA) now requires that local jurisdictions maintain a FEMA-approved Hazard Mitigation Plan as a condition of receiving certain Federal mitigation grant funding; and,

WHEREAS, the City of Canyon participated in the updating of the City of Canyon Hazard Mitigation Plan.

NOW, THEREFORE, be it resolved by the City Commission of the City of Canyon, Texas, that:

1. The City hereby adopts the 2014 updated City of Canyon Mitigation Action Plan which will have a five-year lifespan from the date upon which the update is finally approved by FEMA.
2. The City's Mitigation Action Team representative(s) is hereby instructed to participate in the annual review of the updated plan, ensuring that any proposed revisions to the City's portion of the City of Canyon Mitigation Action Plan are presented to the City Commission for consideration of approval.
3. The City agrees to take such other official action as may be deemed reasonable and necessary to carry out the goals, objectives and mitigation actions of the updated City of Canyon Mitigation Action Plan which pertain to the City.

CONSIDERED AND APPROVED THIS 1st DAY OF FEBRUARY, 2016.

Quinn Alexander, Mayor
City of Canyon, Texas

ATTEST:

Gretchen Mercer, City Clerk
City of Canyon, Texas

To: Mayor and City Commission

From: Danny Cornelius, Director of Code Enforcement

Date: January 25, 2016

Re: Conduct Public Hearing and Consider and Take Appropriate Action on Ordinance No.1031, Amending Chapter 156, Zoning Code of the City of Canyon Code of Ordinances, by Adding Section 5.14, Sidewalk Displays and Cafes and Amending Table 1-1, Summary Use Chart.

There have been several complaints about merchandise being displayed on the sidewalks in front of businesses around the Square. The Summary Use Chart in Table 1-1 of the Zoning Ordinance prohibits the storage and sale of furniture and appliances (outside a building) in all the residential districts and RC-3 (Central Area District). The Square is located in RC-3. It is allowed in I-1 (Light Industrial District) and I-2 (Heavy Industrial District). It is allowed only with a Specific Use Permit in RC-1 (Retail District) and RC-2 (Commercial District). This only applies to furniture and appliances. It does not apply to other items such as clothing, etc.

The proposed ordinance would restrict the display of items on public sidewalks to an area not to exceed 3 feet wide next to the front of the building and 5 feet in height. Accessible routes would be required to comply with the Texas Accessibility Standards. Items displayed must be confined to the area directly in front of business. Merchandise and material associated with the merchandise display must be removed from the sidewalk when the business is closed. All-weather seating, flower pots, and seasonal decorations may be left outside when the business is closed, provided they are not items for sale. The ordinance also amends the use described in Table 1-1, Summary Use Chart of the Zoning Ordinance to the "storage and sale of household furniture and appliances". The Planning and Zoning Commission wanted to clarify the intent to allow outside display of items such as outdoor grills and lawn furniture and to restrict outside display of household furniture and appliances such as couches and refrigerators.

Sidewalk cafes would be required to maintain a minimum distance of 48 inches between the street curb and any furniture or 60 inches if the building is located at the intersection of two public streets. Compliance with the Texas Accessibility Standards would be required. Tables, chairs, and umbrellas of sturdy construction would be allowed.

All businesses with public sidewalk displays would be required to obtain a \$40 annual license and provide proof of general liability insurance coverage in the amount of \$500,000 and \$1,000,000 for alcoholic beverage coverage.

The Planning and Zoning Commission voted unanimously to recommend approval of the ordinance.

Sidewalk widths - Back of curb to front of building



Local Road Labels

- Local Roads
- TxRRC Railroad
- Extra-territorial Jurisdiction
- City Limits

Data displayed were gathered by the City of Canyon for municipal purposes. No guarantee is made regarding suitability for any other use or purpose.

08/03/15 08:55



ORDINANCE NO. 1031

**Sidewalk Displays and Cafes
Storage and Sale of Household Furniture and Appliances**

AN ORDINANCE OF THE CITY OF CANYON, TEXAS, AMENDING CHAPTER 156, ZONING CODE, OF THE CITY OF CANYON CODE OF ORDINANCES, BY ADDING SECTION 5.14 SIDEWALK DISPLAYS AND CAFES; AMENDING TABLE 1-1, SUMMARY USE CHART; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS; the passage, promulgation, and enforcement of the provisions herein contained are determined necessary and advisable for the promotion of the general welfare of the community to carry out the governmental powers and police powers delegated to and possessed by the City of Canyon; and,

WHEREAS; the Planning and Zoning Commission of the City of Canyon, recommended certain amendments to City of Canyon Code of Ordinances, Chapter 156, Zoning Code; and,

WHEREAS; the City Commission finds that the proposed amendments to Chapter 156 as recommended by the Planning and Zoning Commission would be in the best interest of the City;

NOW THEREFORE:

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF CANYON, TEXAS;

SECTION 1:

That **CHAPTER 156, SECTION 5.14, SIDEWALK DISPLAYS AND CAFES** is hereby adopted as follows:

Sidewalk Obstructions Prohibited

Except as allowed in this section, it shall be unlawful for any person to display any goods, wares, merchandise, or commodities for sale, or to post or display signs, advertising, or other materials, upon any public sidewalk, sidewalk area, street, alley, parkway or any other public right-of-way within the city.

Display of Items on Public Sidewalks

Except as allowed for Sidewalk Cafes, items may be displayed on publicly owned sidewalks inside an area not to exceed three feet next to the front of the building and five feet in height.

Display of items on public sidewalks is allowed only in conjunction with operation of an adjacent commercial business. Items displayed must be confined to that portion of the sidewalk located directly in front of the business. Outdoor display of merchandise is limited to the hours of operation of the related commercial business. Merchandise and all material associated with merchandise display must be removed from the sidewalk and taken indoors upon the close of each business day. All-weather seating, flower pots, and seasonal decorations may be left outside when the business is closed, provided they are not items for sale.

Accessible routes must be maintained in accordance with the Texas Accessibility Standards.

Sidewalk Cafes

Sidewalk Cafe – an outdoor dining area that;

1. Is associated with a restaurant as defined in this chapter;
2. Is located on a sidewalk adjacent to and within the span of the façade of the restaurant;
and
3. Contains removable tables, chairs, planters or other appurtenances.

Sidewalk cafes operated under this section must comply with the following:

1. Unless otherwise required by the building official, a minimum distance of 48 inches must be maintained between the street curb and any furniture or other appurtenances or a minimum of 60 inches if the building is located at the intersection of two public streets. Accessible routes must be maintained in accordance with the Texas Accessibility Standards.
2. Furniture must be freestanding and not affixed, chained, anchored or otherwise secured to the ground or to any pole, tree, tree grate, fire hydrant, railing or the structure.
3. Tables, chairs and umbrellas are allowed. Other furniture such as serving stations, bar counters, shelves, racks, sofas, televisions and trash receptacles are not permitted.
4. All furniture and fixtures must be durable and of sufficiently sturdy construction as not to blow over with normal winds.
5. Tables and chairs may be colored or of a natural unpainted material (i.e. wood or metal, treated to prevent rust). Tables and chairs are not permitted to be plastic.
6. All chairs used within a particular establishment's outdoor seating area must match each other by being visually similar design, construction and color.
7. Umbrella fabric must be of a material suitable for outdoor use and must be canvas-type.
8. Furniture may not be enclosed by fixed walls or other permanent structure.
9. Furniture must be open to the air, except that a canopy conforming to the requirements of Chapters 150, 156 and other applicable portions of the City of Canyon Code of Ordinances may be constructed over a sidewalk cafe.
10. Any portion of a sidewalk cafe in which alcoholic beverages are served must in compliance with the Texas Alcoholic Beverage Code and applicable portions of the City of Canyon Code of Ordinances.
11. The operator must clean the sidewalk cafe area, adjacent sidewalk and street areas of spills, debris, litter, etc., each day or night after the sidewalk cafe has closed. Complete periodic high pressure water cleaning of the sidewalk is also required.
12. A sidewalk cafe may only be in operation during the hours when the adjacent restaurant is open.
13. Irrespective of any terms or conditions listed in this section, the building official retains the right to relocate or remove any furniture if necessary to protect the public health, safety and welfare.

License

Any business displaying items or operating a sidewalk cafe on public property as described in this section shall obtain an annual license from the Code Enforcement Department. An application for under this section shall include:

1. Submittal of the completed application form.
2. An application fee in the amount of \$40.

3. A sketch showing the area to be licensed including the width of the sidewalk and the location of the items to be placed on the sidewalk.
4. The name and address of the business to be licensed.
5. Proof of general liability insurance coverage in the amount of \$500,000 and \$1,000,000 for alcoholic beverage coverage (if applicable), naming the City of Canyon as a certificate holder and additional insured.

SECTION 2:

Table 1-1, Summary Use Chart, Special Uses, is amended as follows:

Storage and sale of household furniture and appliances (outside a building) may be allowed with a Specific Use Permit in RC-1 and RC-2 and is allowed as a permitted use in I-1 and I-2.

SECTION 3:

Severability. If any provision, section, subsection, clause, or the application of same to any person or set of circumstances for any reason is held to be unconstitutional, void or invalid or for any reason unenforceable, the validity of the remaining portions of this ordinance or the application thereby shall remain in effect, it being the intent of the City Commission of the City of Canyon, Texas in adopting this ordinance, that no portion thereof or provision continued herein shall become inoperative or fail by any reasons of the unconstitutionality of any other portion or provision.

SECTION 4:

Repealer. All ordinances, parts of ordinances, resolutions, and parts of resolutions in conflict with this ordinance are hereby repealed to the extent of conflict with this ordinance.

SECTION 5:

Effective Date. This ordinance shall become effective March 1, 2016.

INTRODUCED AND PASSED by the City Commission of the City of Canyon, Texas on the 1st day of February, 2016.

Quinn Alexander, Mayor

ATTEST:

Gretchen Mercer, City Clerk

Use	Residential						Non-Residential						Mix	
	Single-Family				Multi-Family		Retail/Commercial			Industrial		Other		
	SF-A	SF-E	SF-S	SF-V	2F	MF	RC-1	RC-2	RC-3	I-1	I-2	F		PD
Special Uses, cont'd.														
Flea market	-	-	-	-	-	-	-	-	-	-	P	P	-	-
Golf (miniature), driving range, putting course	-	-	-	-	-	-	P	P	-	P	-	S	S	
Greenhouses and nurseries (commercial)	-	-	-	-	-	-	P	P	-	P	P	S	S	
Heavy machinery sales and storage	-	-	-	-	-	-	-	P	P	P	P	-	-	
Home beauty shop	S	S	-	-	-	-	-	-	-	-	-	-	-	
Hotel and motel	-	-	-	-	-	-	P	P	P	P	-	-	-	
Job printing	-	-	-	-	-	-	P	P	P	P	P	-	-	
Laundry plant (commercial)	-	-	-	-	-	-	P	P	P	P	P	-	-	
Leather goods shop	-	-	-	-	-	-	P	P	P	-	-	-	-	
Milk depot, dairy, or ice cream plant	-	-	-	-	-	-	P	P	P	P	P	-	-	
Massage therapy establishment	-	-	-	-	-	-	-	S	S	S	-	-	-	
Newspaper printing	-	-	-	-	-	-	P	P	P	P	P	-	-	
Night club	-	-	-	-	-	-	-	S	S	-	-	-	-	
Plumbing shop	-	-	-	-	-	-	P	P	P	P	P	-	-	
Print shop	-	-	-	-	-	-	P	P	P	P	P	-	-	
Private above-ground water storage tank	P	S	S	S	S	S	-	-	-	S	S	S	S	
Private stable	P	-	-	-	-	-	-	-	-	-	-	S	-	
Public garage, no aboveground gasoline storage	-	-	-	-	-	-	P	P	P	P	-	S	S	
Recreation center	S	S	S	S	S	S	S	S	S	S	S	S	-	
Recycling center	-	-	-	-	-	-	-	S	S	P	P	S	S	
Recycling plant	-	-	-	-	-	-	-	-	-	P	P	-	-	
Roller skating rink	-	-	-	-	-	-	-	P	-	S	S	-	-	
Scientific and research laboratories	-	-	-	-	-	-	P	P	P	P	P	-	P	
Storage and sale of furniture and appliances (outside a building)	-	-	-	-	-	-	S	S	-	P	P	-	-	
Storage warehouse	-	-	-	-	-	-	P	P	-	P	P	S	-	
Taxidermist	-	-	-	-	-	-	S	S	-	S	S	-	-	
Theater, indoor	-	-	-	-	-	-	P	P	P	P	S	P	P	
Theater, outdoor (drive-in)	-	-	-	-	-	-	S	-	P	P	-	-	-	
Tire dealer	-	-	-	-	-	-	-	P	-	P	P	-	-	
Tool rental shop	-	-	-	-	-	-	-	P	-	P	P	-	-	
Trailer rental or sales	-	-	-	-	-	-	-	P	P	P	P	-	-	
Trade and commercial schools	-	-	-	-	-	-	-	P	P	P	P	-	-	
Transfer storage and baggage terminal	-	-	-	-	-	-	-	P	P	P	P	-	-	

TABLE 1-1 ZONING ORD

To: Mayor and City Commission
From: Danny Cornelius, Director of Code Enforcement
Date: January 25, 2016
Re: Consider and Take Appropriate Action on an Update of Repairs to a Substandard Structure at 1615 4th Avenue.

The commission held a public hearing to consider the abatement of the substandard structure at 1615 4th Avenue during the December 15, 2014 meeting. At that time, some repairs had been completed to the exterior of the building. The owner, Sarah Kay Brent and her attorney, Ron Spriggs, were present at the meeting. They agreed to meet with me at the property and go over the repairs needed to bring the property into compliance.

Since that meeting, Mrs. Brent has given 5 updates to the commission, with the last update being given at the November 2, 2015 meeting. The minutes of the meeting are attached.

The repairs to the electrical have been completed and approved. I will be meeting with them during the week to inspect the building. Hopefully, all repairs will have been completed by the time we meet Monday.

My concerns are:

1. Finish repair of the front door and back windows and doors.
2. Complete the roof extension per the engineer sealed plans.

The City Commission of the City of Canyon met in regular session at 5:30 p.m. in the City Commission Chambers of the Civic Complex. Mayor Alexander presided over the meeting with the following Commissioners in attendance: Mayor Pro-Tem Gary Hinders, Justin Richardson, and Joe Shehan. Commissioner David Logan was unable to attend.

Also present were the following City Staff: City Manager Randy Criswell, Assistant City Manager Chris Sharp, City Secretary Gretchen Mercer, Director of Code Enforcement Danny Cornelius, Parks and Recreation Director Brian Noel, and City Attorney Chuck Hester.

Item 1. Call to Order.

Mayor Alexander called the meeting to order at 5:37 p.m.

Item 2. Invocation.

Commissioner Shehan gave the invocation.

Item 3. Pledge of Allegiance.

Scott Sims of Boy Scouts Troop 4 led the Pledge of Allegiance.

Item 4. Approval of Minutes of the Meeting of October 19, 2015.

Commissioner Shehan moved, duly seconded by Commissioner Richardson, to approve the minutes of October 19, 2015 as presented. Motion carried unanimously.

Item 5. Public Forum – Comments from Interested Citizens.

No comments were made.

Item 6. Hold Public Hearing on Request to Nominate Lone Star Dairy Products, LLC as an Enterprise Project Zone Program; Consider and Take Appropriate Action Upon Nomination for the Texas Enterprise Program by Adoption of Ordinance No. 1030.

City Attorney Chuck Hester presented Ordinance No. 1030 for consideration. Mr. Hester said the adoption of Ordinance No. 1030 would be the last piece of the financial package for Lone Star Dairy Products, LLC. by nominating them as a qualified business to participate in the Texas Enterprise Program. Mr. Hester stated the financial incentive will not cost the City of Canyon anything in that it provides a tax break at the state level.

Mayor Alexander opened the public hearing.

There being no comment, Mayor Alexander closed the public hearing.

After discussion, Commissioner Shehan moved, duly seconded by Mayor Pro-Tem Hinders to adopt Ordinance No. 1030 as presented. Motion carried unanimously.

Ordinance No. 1030

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CANYON, TEXAS, ORDAINING THE CITY'S PARTICIPATION IN THE TEXAS ENTERPRISE ZONE PROGRAM PURSUANT TO THE TEXAS ENTERPRISE ZONE ACT, CHAPTER 2303, TEXAS GOVERNMENT CODE (ACT), PROVIDING TAX INCENTIVES, DESIGNATING A LIAISON FOR COMMUNICATION WITH INTERESTED PARTIES, AND NOMINATING LONE STAR DAIRY PRODUCTS LLC TO THE OFFICE OF THE GOVERNOR ECONOMIC DEVELOPMENT & TOURISM (EDT) THROUGH THE ECONOMIC DEVELOPMENT BANK (BANK) AS AN ENTERPRISE PROJECT (PROJECT).

- Item 7. Consider and Take Appropriate Action on an Update of Repairs to a Substandard Structure at 1615 4th Avenue.

Code Enforcement Director Danny Cornelius presented a progress report of the continued repairs of the substandard structure located at 1615 4th Ave. Mr. Cornelius said he had some concerns about a roof extension they had been started without a permit. Mr. Cornelius said a permit had since been retained as well as a requested engineering drawing. Mr. Cornelius said the repairs were moving at a very slow pace but the Mrs. Sarah Brent had been very cooperative. Mayor Alexander asked if a contractor had been employed or if the repairs were being made by the owner. Mrs. Brent said most repairs had been done by them, but she would probably employ someone to finish the back extension and complete the front. Mayor Alexander stated with the repairs beginning in December 2014, did Mrs. Brent feel they could be totally finished with the project by the end of 2015. Mrs. Brent said yes.

After discussion, Mayor Pro-Tem Hinders moved, duly seconded by Commissioner Richardson to allow repairs to continue with completion and a final update of the completion of all repairs in 90 days. Motion carried unanimously.

- Item 8. Consider and Take Appropriate Action on Selection of Meeting Dates for the Months of December, January, and February.

After discussion, Commissioners decided to meet on the normal meeting dates in December; December 7 and December 21, 2015; and to meet January 4, 2016 and February 1, 2016.

- Item 9. Executive Session Pursuant to Texas Government Code, §551.074 Personnel: Appointments to Boards and Commissioner (Planning and Zoning Commission; Zoning Board of Adjustment; Construction Advisory and Appeals Board; Board of City Development; Canyon Area Library Board; Main Street Advisory Board; and Canyon Housing Authority).

Mayor Alexander indicated the Commission would adjourn into executive session at 5:54 pm.

- Item 10. Consider and Take Appropriate Action on Items Discussed in Executive Session.

Upon returning from executive session at 6:21 pm, No Action was taken.

Item 11. Adjournment

There being no further business, Mayor Pro-Tem Hinders moved this meeting be adjourned.

Quinn Alexander, Mayor

ATTEST:

Gretchen Mercer, City Secretary





Faith
Medical
Clinic



To: Mayor and City Commission
From: Danny Cornelius, Director of Code Enforcement
Date: January 25, 2016
Re: Consider and Take Appropriate Action on 2015 Annual Code Enforcement Report.

A summary of the Code Enforcement Department activity for the 2015 calendar year is attached along with a 10 year comparison. New single-family home construction increased from 2014 levels with the availability of lots in Canyon East and Gagestone.

New commercial construction valuation totaled \$22,010,500, much higher than the 2014 total of \$1,903,500. The LSDP Project (\$17,425,000), the Depot (\$2,685,000), and the Northwest Texas Hospital Physician's Clinic (\$1,702,500) led the way.

CITY OF CANYON 2015 BUILDING STATISTICS

SINGLE FAMILY CONSTRUCTION	DATE	VALUATION	FINALED	CONTRACTOR
30 WILLIAM LN	01/08/2015	240,000	07/02/2015	DESTINATION HOMES
43 QUAY LN	01/14/2015	224,549	07/30/2015	RAFTER-CROSS
11 BRANDI LN	01/14/2015	188,000	05/22/2015	N & B
9 BRANDI LN	01/14/2015	184,000	05/01/2015	N & B
39 QUAY LN	02/20/2015	256,000	09/16/2015	SOUTHLAND
16 LINDSEY LN	02/03/2015	350,000	12/22/2015	TINSLEY/LYONS
18 LINDSEY LN	02/04/2015	501,000	08/07/2015	TINSLEY/LYONS
7 BRANDI LN	02/17/2015	183,000	06/15/2015	N & B
34 QUAY LN	02/20/2015	213,000	09/16/2015	SOUTHLAND
510 HOLMAN LN	03/13/2015	173,000	08/24/2015	HUSEMAN
25 SANDRA LN	04/08/2015	219,000	07/02/2015	N & B
16 CANYON EAST PKWY	04/23/2015	207,000	08/03/2015	N & B
14 CANYON EAST PKWY	04/23/2015	207,000	07/28/2015	N & B
8 BRANDI LN	05/04/2015	199,000	09/29/2015	N & B
2 BRANDI LN	05/05/2015	211,000	07/29/2015	N & B
6 BRANDI LN	05/05/2015	199,000	08/14/2015	N & B
10 BRANDI LN	05/13/2015	199,000	08/31/2015	N & B
4 BRANDI LN	05/14/2015	199,000	10/02/2015	N & B
24 SANDRA LN	05/14/2015	241,000	01/18/2016	N & B
6 YVES CT	05/15/2015	256,000	11/09/2015	GPD
2 CANYON EAST PKWY	05/18/2015	237,000	12/07/2015	N & B
5 BRANDI LN	05/28/2015	211,000	10/21/2015	N & B
21 NEELY LN	06/04/2015	270,000	01/18/2016	ACCESS
24 QUAY LN	06/12/2015	262,000	NO	C. LYONS
3 BRANDI LN	06/15/2015	155,000	09/30/2015	N & B
21 SANDRA LN	07/01/2015	249,000	NO	DICK ROBINSON
12 BRANDI LN	07/06/2015	198,510	12/11/2015	N & B
12 CANYON EAST PKWY	07/07/2015	206,064	11/12/2015	N & B
10 CANYON EAST PKWY	07/07/2015	206,064	12/10/2015	N & B
1 BRANDI LN	07/07/2015	198,570	11/20/2015	N & B
2411 16TH AVE	09/01/2015	227,000	NO	PACK
15 GRIFFIN DR	09/16/2015	283,000	NO	C. LYONS
23 SANDRA LN	09/22/2015	199,000	01/18/2016	N & B
5 LINDSEY LN	10/05/2015	400,000	NO	TINSLEY/LYONS
35 GRIFFIN DR	10/05/2015	305,000	NO	TINSLEY/LYONS
21 CM LN	10/05/2015	283,000	NO	C. LYONS
11 HINDERS DR	10/07/2015	230,000	NO	TINSLEY/LYONS
10 HINDERS DR	10/08/2015	229,000	NO	TINSLEY/LYONS
22 SANDRA LN	10/13/2015	228,000	NO	N & B
23 GAGESTONE DR	11/03/2015	323,000	NO	CHRISTIAN BASS
60 CANYON EAST PKWY	11/04/2015	299,900	NO	C. LYONS
19 SANDRA LN	11/09/2015	220,000	NO	N & B
8 CANYON EAST PKWY	11/17/2015	207,000	NO	N & B
6 CANYON EAST PKWY	11/18/2015	207,000	NO	N & B
20 SANDRA LN	11/20/2015	237,000	NO	N & B
8 WIECK DR	11/23/2015	225,000	NO	TINSLEY/LYONS
52 NEELY LN	12/16/2015	280,000	NO	ARNETT
TOTAL	47	11,225,657		
MOBILE HOMES				
TOTAL	0			
DUPLEXES				
2 WINDY MEADOW	06/11/2015	292,000	11/12/2015	GPD
TOTAL	1	292,000		
MULTI FAMILY				
408 27TH ST	02/20/2015	400,000	08/06/2015	PARIS
TOTAL	1	400,000		
OTHER RESIDENTIAL CONSTRUCTION				
REMODELS	16	366,072		
ADDITIONS	13	235,095		
ACCESSORY BUILDINGS	5	73,300		
GARAGES / CAR PORTS	3	42,055		
POOLS	6	290,548		
TOTAL	43	1,007,070		
RESIDENTIAL DEMOLITIONS				
1410 9TH AVE	02/09/2015			GRANT
2006 12TH AVE	02/19/2015			MCDOWELL
1007 5TH AVE	02/12/2015			OWNER
TOTAL	3			
NEW COMMERCIAL CONSTRUCTION				

1901 N 2ND AVE - DEPOT LEASING OFFICE	03/02/2015	385,000	NO	COMER
710 1ST AVE - BNSF MOBILE OFFICE	03/02/2015	75,000	NO	BNSF
2001 N 2ND AVE - DEPOT BUILDING B	04/06/2015	500,000	NO	COMER
1907 N 2ND AVE - DEPOT BUILDING C	04/06/2015	700,000	NO	COMER
2005 N 2ND AVE - DEPOT BUILDING A	04/06/2015	1,100,000	NO	COMER
1701 23RD ST - CHS CONCRETE BLEACHERS	07/13/2015	80,000	11/23/2015	CISD
401 W US HWY 60 - LSDP TEMP BUILDING	11/02/2015	40,000	NO	ADVANCED CONCRETE
301 N 23RD ST - NWTX CLINIC	11/18/2015	1,702,500	NO	BEST CONSTRUCTION
401 W US HWY 60 - LSDP PROJECT	11/20/2015	17,425,000	NO	KLINE
2800 N 23RD ST - KIMBROUGH VIDEO BOOTH	12/08/2015	3,000	NO	CISD
TOTAL	10	22,010,500		

COMMERCIAL REMODELS/ ADDITIONS

2800 4TH AVE - PAK-A-SAK ALCOHOL/COOLERS	02/16/2015	90,000	05/11/2015	EDGE CONSTRUCTION
1516 5TH AVE - BRANDT REMODEL	02/18/2015	40,000	07/06/2015	AMTEX
1617 4TH AVE - FATIH MED CLINIC REMODEL	04/01/2015	3,500	NO	OWNER
306 23RD ST - TITLE LOAN REMODEL	04/13/2015	45,800	07/06/2015	DD CONSTRUCTION
1701 N 23RD ST - WALMART ALCOHOL/COOLERS	05/06/2015	60,310	05/22/2015	HUSSMAN
1205 23RD ST #6 - HELIOS GRILL	05/14/2015	11,200	07/09/2015	HOLT
906 8TH ST - ALLSUPS REMODEL	05/18/2015	35,000	07/10/2015	STEWART
200 23RD ST - MCDONALD'S REMODEL	06/03/2015	40,000	09/30/2015	TALON
2201 4TH AVE - CHOP CHOP REMODEL	07/13/2015	41,500	08/31/2015	SIMS GENERAL CONSTRUCTION
419 16TH ST - OLD SAYAKOMARNS REMODEL	09/09/2015	150,000	NO	OWNER
1615 4TH AVE - REPLACE AWNING	11/10/2015	3,000	NO	OWNER
TOTAL	11	520,310		

COMMERCIAL DEMOLITIONS

1516 5TH AVE - DEMO WALLS & CEILING	01/29/2015			AMTEX
800 23RD ST - DEMO GAS STATION	04/06/2015			GRANT CONSTRUCTION
2200 8TH AVE - DEMO CAR WASH	04/06/2015			GRANT CONSTRUCTION
15 HOSPITAL DR - MOVE OFFICE OFF	10/09/2015			LAPEL MOVERS
TOTAL	4			

SUBCONTRACTOR PERMITS

ELECTRICAL PERMITS	130			
EVENT PERMITS	28			
INSULATION PERMITS	7			
MECHANICAL PERMITS	210			
PLUMBING PERMITS	278			
ROOFING PERMITS	1503			
SIGN PERMITS	61			
FIRE CODE PERMITS	28			
TOTAL	2245			

FEES

PERMIT FEES	2365	176,999		
REINSPECTION FEES	258	12,560		
LICENSE FEES	388	11,375		
TOTAL	3,011	200,934		

CONTRACTOR REGISTRATIONS

BUILDING	86			
ELECTRICAL	64			
HOUSE MOVER	2			
INSULATORS	5			
IRRIGATORS	17			
MECHANICAL	58			
PLUMBING	61			
ROOFING	80			
POOL	4			
SIGN	11			
TOTAL	388			

INSPECTIONS

ROB	1950			
DANNY	409			
STAN	807			
VINCE	45			
DALE	18			
TOTAL	3229			

VIOLATIONS

WEEDS	284			
		MOWED	28	
		LIENS	9	
ACCUMULATIONS	25			
RESTRICTION OF VIEW	4			
SIGN	39			
OTHER	8			
TOTAL	360			

CODE ENFORCEMENT DEPARTMENT - 10 YEAR ACTIVITY COMPARISON

New Construction	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Single Family Homes	25	18	21	36	57	43	49	61	22	47
Duplex/Multi-Family	7	2	1	2	5	3	4	8	10	2
Accessory Buildings/Garages	14	7	4	8	8	7	6	9	5	8
Other (Swimming Pools, Etc.)	1	2	0	1	1	1	1	2	4	6
New Commercial	10	3	4	17	16	10	4	4	7	10
Remodels/Additions										
Residential Remodels/Additions	24	26	27	47	51	35	33	37	32	29
Commercial Remodels/Additions	10	13	20	17	21	13	16	2	16	11
Subcontractor Permits										
Electrical Permits	83	64	185	85	150	99	52	126	110	130
Event Permits										28
Insulation Permits									4	7
Mechanical Permits	83	139	85	158	126	125	128	161	173	210
Plumbing Permits	280	298	250	337	315	337	312	356	302	278
Roofing Permits	77	530	156	94	113	99	117	75	129	1503
Sign Permits	72	68	70	71	105	72	58	63	78	61
Fire Code Permits					23	21	17	26	31	28
Demolitions										
Residential Demolitions	1	5	5	7	7	8	3	15	2	3
Commercial Demolitions	8	2	2	4	4	5	0	3	4	4
Contractors										
Contractor Licenses	284	239	239	268	233	245	250	246	317	388
Inspections/Violations										
Inspections	1845	1884	1279	2480	2747	2588	1879	3070	2122	3229
Violations (Weeds, Accum, Etc.)	137	270	372	284	319	466	660	606	480	360

TO: Honorable Mayor and Members of City Commission

FROM: Chris Sharp, Assistant City Manager

DATE: January 27, 2016

SUBJECT: Consider and Take Appropriate Action on Quarterly Finance Report by Finance Director Chris Sharp.

A summary of all deposits for the City of Canyon as of December, 2015 are submitted. All funds are deposited with the City's depository bank, Happy State Bank. Also included, is a summary of the City's major funds and where they stand as of the same date.

Total deposits needing security pledge, including checking accounts are \$ 2,597,488. Total securities pledged by Happy State Bank including the FDIC insurance is \$ 5,078,450.

Also included in this report is our estimated fund balance. As of June, it is \$8,659,889.

Additionally, I have include a list of projects that will come out of this year's budget but wasn't included in our budget.

This report is to comply with legislation requiring periodic reports to be made to the governing body for approval.

RECOMMENDED ACTION

Approval of the Quarterly Finance Report for the Quarter Ending December 31, 2015.

City of Canyon

QUARTERLY FINANCE REPORT

Quarter ending:

09/30/15

12/31/2015

	Interest Rate		09/30/15		12/31/2015
EMERGENCY MANAGEMENT	0.02	\$	64,652.94	\$	64,307.47
LIBRARY GIFT & MEMORIAL	0.02	\$	6,516.90	\$	4,244.75
GENERAL FUND DEMAND ACCT	0.02	\$	246,030.05	\$	749,488.88
WW/SS FUND DEMAND ACCT.	0.33	\$	287,472.34	\$	921,076.13
BCD	0.02	\$	48,217.05	\$	68,759.51
LEOSE	0.02	\$	11,043.61	\$	11,044.39
C.E.D.C (ECONOMIC DEVELOPMEN	0.02	\$	192,762.10	\$	298,958.08
C.E.D.C. MARKETING ACCOUNT	0.02	\$	77,629.29	\$	83,449.52
EMPLOYEES FLOWER FUND	0.02	\$	1,659.40	\$	2,070.32
D-FI-IT PROGRAM	0.02	\$	4,593.37	\$	4,593.60
Palo Duro Golf Administration	0.02	\$	333,780.65	\$	153,313.79
Capital Equipment Account	0.33	\$	214,891.95	\$	236,182.02
CHECKING / SAVINGS ACCOUNTS BALANCES			\$ 1,489,249.65		\$ 2,597,488.46
TOTAL FUNDS FOR SECURITY PLEDGES			\$ 1,489,249.65		\$ 2,597,488.46
WW/SS Utility Insured Cash Sweep Account (CDARS)	Interest 0.33		\$ 3,600,906.99		\$ 3,103,487.02
TOTAL AMOUNT OF FUNDS IN BANK			\$ 5,090,156.64		\$ 5,700,975.48

SECURITIES PLEDGED

HAPPY STATE BANK

RECEIPT NUMBER	DATE MATURED	DESC.	AMOUNT	MARKET VALUE
151717LH6	02/15/2016	Center TX	\$100,000.00	\$101,685.00
31410KPU2	01/01/2023	MBS FNMA	\$26,560,738.00	\$3,031,510.87
552410ER9	08/15/1930	Lytle TX ISD	\$555,000.00	\$592,695.60
667825YM9	02/15/1932	Northwest TX ISD	\$980,000.00	\$1,102,558.80
	FDIC INSURANCE		\$100,000.00	\$250,000.00
Total Security Pledges			\$28,295,738.00	\$5,078,450.27

Total Outstanding debt from 2012 issued CO's and 2013 refunded CO's \$14,420,000

Summary of funds spent outside of budget: EDA Grant Match \$ 560,000.00

City of Canyon

Fund Balance/Net Position Rollforward

as of Dec 31, 2015

	<u>General Fund</u>	<u>Water Works & Sewer System Fund</u>	<u>Golf Course Fund</u>	<u>Total</u>
FYE 9/30/2014 (Unrestricted)	2,568,050.00	6,611,978.00	(447,546.00)	8,732,482.00
Total Revenue - YTD	10,480,878.00	7,924,006.00	882,265.00	19,287,149.00
Total Expenditures - YTD	<u>11,050,430.00</u>	<u>6,813,610.00</u>	<u>1,495,702.00</u>	<u>19,359,742.00</u>
Revenue Over (Under) Expenditures - YTD	<u>(569,552.00)</u>	<u>1,110,396.00</u>	<u>(613,437.00)</u>	<u>(72,593.00)</u>
Fund Balance/Net Position as of 6/30/2015	<u>1,998,498.00</u>	<u>7,722,374.00</u>	<u>(1,060,983.00)</u>	<u>8,659,889.00</u>

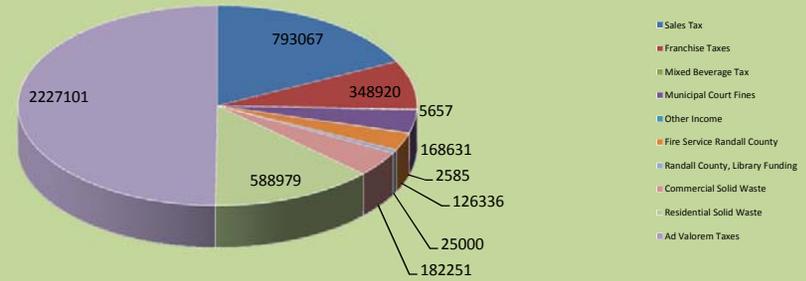
**CITY OF CANYON
SALES TAX COLLECTION HISTORY
FISCAL YEAR 2015-2016**

MONTH	2013-2014 COLLECTIONS	2014-2015 COLLECTIONS	% INCREASE/ DECREASE 14-15 OVER 13-14	2015-2016 COLLECTIONS	% INCREASE/ DECREASE 15-16 OVER 14-15	2015-2016 YEAR-TO-DATE COLLECTIONS	TOTAL YEAR-TO-DATE TAXABLE SALES **
OCTOBER	\$188,929	\$223,456	18.28%	\$239,346	7.11%	\$239,346	\$15,956,400
NOVEMBER	\$225,885	\$216,081	-4.34%	\$256,488	18.70%	\$495,834	\$33,055,600
DECEMBER	\$292,194	\$185,766	-36.42%	\$266,745	43.59%	\$762,579	\$50,838,600
JANUARY	\$184,408	\$214,709	16.43%		-100.00%	\$762,579	\$50,838,600
FEBRUARY	\$242,684	\$217,411	-10.41%		-100.00%	\$762,579	\$50,838,600
MARCH	\$182,850	\$177,351	-3.01%		-100.00%	\$762,579	\$50,838,600
APRIL	\$169,113	\$226,391	33.87%		-100.00%	\$762,579	\$50,838,600
MAY	\$215,922	\$249,330	15.47%		-100.00%	\$762,579	\$50,838,600
JUNE	\$173,509	\$193,998	11.81%		-100.00%	\$762,579	\$50,838,600
JULY	\$164,186	\$187,474	14.18%		-100.00%	\$762,579	\$50,838,600
AUGUST	\$204,038	\$247,697	21.40%		-100.00%	\$762,579	\$50,838,600
SEPTEMBER	\$185,479	\$202,362	9.10%		-100.00%	\$762,579	\$50,838,600
TOTALS	\$2,429,197	\$2,542,026		\$762,579			

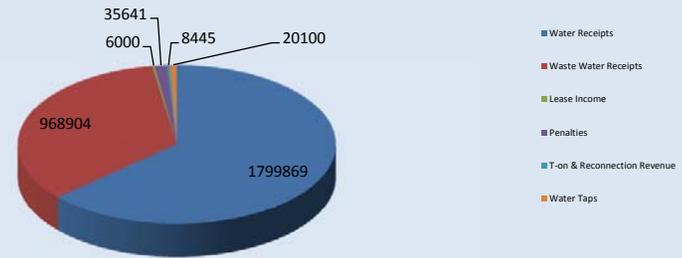
Summary of Month Ending Dec 2015

Major Revenues	12/31/2015	Budgeted Amount	Percentage to Budget
General Fund			
			25% into Budget Year
Sales Tax	\$ 571,935.00	\$ 1,900,000.00	30.10%
Franchise Taxes	\$ 170,679.00	\$ 690,000.00	24.74%
Mixed Beverage Tax	\$ 2,483.00	\$ 11,000.00	22.57%
Municipal Court Fines	\$ 53,967.00	\$ 320,000.00	16.86%
Other Income	\$ 370.00	\$ 40,000.00	0.93%
Fire Service Randall County			
County	\$ 62,063.00	\$ 239,416.00	25.92%
Randall County, Library Funding			
Funding	\$ 12,500.00	\$ 50,000.00	25.00%
Commercial Solid Waste	\$ 93,195.00	\$ 348,500.00	26.74%
Residential Solid Waste	\$ 296,031.00	\$ 1,115,400.00	26.54%
Ad Valorem Taxes	\$ 728,559.00	\$ 2,340,000.00	31.14%
Total General Fund Revenues	\$ 2,289,319.00	\$ 8,711,212.00	26.28%
Total General Fund Expenses	\$ 2,366,066.00	\$ 8,711,212.00	27.16%
Utility Fund			
Water Receipts	\$ 1,202,622.00	\$ 4,095,000.00	29.37%
Waste Water Receipts	\$ 589,667.00	\$ 2,420,000.00	24.37%
Lease Income	\$ 42,000.00	\$ 54,003.00	77.77%
Penalties	\$ 20,489.00	\$ 60,000.00	34.15%
T-on & Reconnection Revenue	\$ 5,929.00	\$ 18,000.00	32.94%
Water Taps	\$ 4,500.00	\$ 30,000.00	15.00%
Total Utility Fund Revenues	\$ 1,885,597.00	\$ 6,735,503.00	27.99%
Total Utility Fund Expenses	\$ 1,143,961.00	\$ 6,735,503.00	16.98%

Summary of Revenues General Fund



Summary of Revenues Utility Fund



Palo Duro Creek Golf

Course	Budgeted Amount	Percentage to Budget	
Revenues to Date	\$120,836.00	\$1,152,554.00	10.48%
Exenditures to Date	\$293,608.00	\$1,152,554.00	25.47%

TO: Honorable Mayor and Members of City Commission

FROM: Chris Sharp, Assistant City Manager

DATE: January 27, 2016

SUBJECT: Consider and Take Appropriate Action on Quarterly Investment Report by Finance Director Chris Sharp.

A summary of all investments for the City of Canyon as of December 31, 2015 are submitted as an attachment to this agenda item. All funds are invested with the City's depository bank, Happy State Bank.

Total amount of investments for the City is \$3,015,670. These funds have been invested in the CDARS program and in CDs through Happy State Bank. The Canyon EDC also has investments in the CDARS program in the amount of \$174,308. The City's 2012 certificates of obligation funds have been invested into a CDARS investment account and has a balance of \$7,123,820. Total funds on hand, which includes funds in depository accounts as well as funds in investments total \$8,716,645.

This report is to comply with legislation requiring periodic reports to be made to the governing body for approval.

RECOMMENDED ACTION

Approval of the Quarterly Investment Report for the Quarter Ending December 31, 2015.

QUARTERLY INVESTMENT REPORT

Quarter ending:

		09/30/2015		12/31/2015	
CERTIFICATE OF DEPOSITS:		Interest Rate			Interest earned for quarter
CD#		Interest Rate			
	6611 CEDC CD	0.24969	\$ 57,316.40	\$ 57,341.30	\$ 24.90
	6646 CEDC CD	0.24969	\$ 58,452.33	\$ 58,465.92	\$ 13.59
	14897 CEDC CD	0.05	\$ 58,458.80	\$ 58,501.13	\$ 42.33
CDARS CERTIFICATES OF DEPOSIT			\$ 174,227.53	\$ 174,308.35	
	14674 GENERAL FUND CD	0.10%	\$ 249,337.27	\$ 249,399.44	\$ 62.17
	15076 GENERAL FUND CD	0.10%	\$ 149,037.24	\$ 149,073.58	\$ 36.34
	14895 GENERAL FUND CD	0.15%	\$ 505,946.78	\$ 506,070.15	\$ 123.37
	6718 GENERAL FUND CD	0.15%	\$ 148,759.58	\$ 148,796.67	\$ 37.09
	14970 GENERAL FUND CD	0.35%	\$ 150,388.68	\$ 150,482.43	\$ 93.75
	9952 GENERAL FUND CD	0.25%	\$ 612,892.84	\$ 613,274.50	\$ 381.66
	14675 WW/SS FUND CD	0.15%	\$ 596,494.54	\$ 596,643.27	\$ 148.73
	14971 WW/SS FUND CD	0.35%	\$ 601,554.97	\$ 601,929.99	\$ 375.02
TOTAL AMOUNT IN CDARS			\$3,014,411.90	\$ 3,015,670.03	
TOTAL AMOUNT OF FUNDS IN BANK			\$6,955,868.75	\$ 5,700,975.48	
TOTAL FUNDS ON HAND			\$9,970,280.65	\$ 8,716,645.51	
2012 Certificates of Obligations (Invested in CDARS account) .33%			\$ 7,094,785.99	\$ 7,123,820.35	\$ 29,034.36

To: Mayor and City Commission
From: Dale Davis, Chief of Police
Date: January 26, 2016
Re: Consider and Take Appropriate Action on Annual Police Report and 2015 Racial Profiling Report From Chief of Police Dale Davis.

I am please to present the 2015 Canyon Police Department Annual Report. The report was provided to each of you for review. The crime rate for Canyon went up 59% for the year. Our Uniform Crime Report Part I index crimes, which establishes crime rate, can show a drastic rise or fall by the minimal number of incidents reported each year. There were 184 Part I index crimes reported during 2015, compared to 116 for 2014. The number of theft cases increased from 93 in 2014 to 146 in 2015.

I am pleased to report that alcohol related arrest cases decreased 36% overall. This was the first year of Canyon seeing a full year of alcohol sales in the Community. The aggressive enforcement of alcohol related incidents in 2014 probably had a direct impact on the decrease seen in 2015.

The Texas Code of Criminal Procedure requires the agency head or his designate to submit to the governing body of each county or municipality served by the agency an annual racial profiling report. The racial profiling report for the Canyon Police Department is included in the annual report submitted to the commission. No professional analytical opinion has been conducted on the data presented. It is my opinion that no racial profiling has taken place by members of the Canyon Police Department.

Respectfully,



Dale Davis

Annual Report

2015



**CANYON
POLICE
DEPARTMENT**

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Dale Davis
Chief of Police

CANYON POLICE DEPARTMENT

CITY OF CANYON, TEXAS

301 16TH Street~Canyon, Texas 79015

(806)655-5005~ Fax (806)655-5007



January 06, 2016

Honorable Mayor Quinn Alexander
Canyon City Commissioners
City of Canyon, Texas

Re: Annual Police Report- 2015

Dear Mayor Alexander and Commissioners:

I want to thank each one of you for the financial support to run a professional, highly trained municipal police department. Your support provides us the capability to perform the essential law enforcement services to our community. The Canyon Police Department is committed to maintaining compliance with the Texas Police Chiefs Association best practices to assure we operate professionally, ethically, and with high integrity.

The year 2015, ended with a much higher crime rate in comparison to the previous year. Crime increased 59% from 2014. Part I index crimes increased by 68 cases. Theft reports were the most prevalent crime committed in the city. Theft incidents increased from 93 in 2014 to 146 in 2015.

Canyon PD saw a significant increase in the number of calls for services. Officers answered 400 more calls for service this year compared to 2014. This increase had a direct impact on the crime rate for our community.

Respectfully,

Dale Davis
Chief of Police

Canyon Police Department Mission Statement

In cooperation with the community, the Canyon Police Department is dedicated to providing law enforcement services, while promoting the agency’s goal of “*Public Safety*”. The police mission includes the maintenance of social order within carefully prescribed ethical, constitutional, and legal restrictions.



CANYON POLICE DEPARTMENT

Agency Goals & Objectives

Date: 01/08/2016

The major role of the Canyon Police Department is to provide the essential law enforcement services to the citizens of Canyon, Texas, while promoting our goal of “*Public Safety*”. This goal, along with supporting objectives, is the guiding principle by which we, the police, serve our community. It is imperative that all officers of the Canyon Police Department pursue this goal and objectives to their successful conclusion. New challenges are faced every day, with each one being unique and different. Meeting those challenges require a highly professional trained and discipline police force.

One of the most pressing and challenging duties of the police chief is establishing agency goals and objectives in which all police personnel should be directing their efforts. Clearly defined goals and objectives are essential for the police, if we are to provide effective law enforcement services. I have established the following agency goals and objectives that I believe are consistent with Canyon’s community values and needs.

Administrative Goals & Objectives

As Police Chief, I want to promote a professionally trained and highly discipline police force, competent to provide the essential law enforcement services to the citizens of Canyon, Texas. I want to promote a learning organization-

- Promoting personnel training as a high priority;
- Empowering our employees to make decisions & solve problems;
- Embracing change- not resisting or fearing change;
- Developing effective leaders, supervisor’s, and police managers;
- Formulating sound policies, based upon professional standards; and
- Establishing and operating within a sound, fiscal budget.

Personnel Training: Employee training continues to be a high priority within the Canyon Police Department. In 2015, personnel completed 2292 hours of training, including state mandated training. In 2016 I want to focus on 1st Line supervision and state mandated training. The state mandated training cycle began September 1, 2013 and ends August 31, 2017.

Embracing Change: Law enforcement must adapt to continuous technological changes. In 2015 officer began utilizing Cardinal Tracking report management system in their patrol units for the first time.

Supervision: *“The two hardest things to handle in life are failure and success.”* Supervision plays a vital part in being a successful learning organization. A successful organization must have effective leaders at all level of the organization. First-Line Supervisors are critical to our success. They are responsible to direct the agency resources toward the accomplishment of our goals and objectives; they are responsible to enforce our agency goals and objectives; and they are responsible to develop their subordinates and identify training deficiencies. In 2015 the Canyon Police Department added a Captains position to round off an effective management staff. The current supervision structure of the agency is as follows:

- 1- Chief of Police
- 1- Police Captain
- 1- Patrol Lieutenant
- 3- Patrol Sergeants
- 3- Patrol Corporals

Texas Police Chief’s Association Recognition: The agency should work within the set best practices of the Recognition program and assure that compliance with each best practice is maintained. It is our goal for 2016 to continue to work within the Best Practices outlined by the Texas Police Chief’s Association. The Agency was re-recognized by the Texas Police Chiefs Association November 2, 2015.

Police Budget: As Chief of Police, I have always submitted a reasonable budget to the Canyon City Commission, justifying the operating costs of the Canyon Police Department. In exchange, the City Commission has always provided the financial support needed to fund the Police Department. Currently, the Police Department’s fiscal budget is slightly over \$2 million. Police personnel salary and benefits account for majority of the Police Department’s budget.

My goal is to operate the Police Department in a fiscally responsible manner, understanding the importance of a tax-supported budget. As a fiscal planner, I budgeted for expenditures for supplies, equipment, contractual services, and training necessary to accomplish our agency’s goals and objectives. My budget goal is to provide adequate funds to operate the Canyon Police Department. My budget objectives are to operate within the adopted budget, to ensure that funds are being spent for authorized purposes, and to prevent wasteful spending.

Patrol Goals & Objectives

The patrol force, which is the most visible component within the city, remains the primary component of the Police Department. In 2015 patrol officers drove 109457 miles. Patrol responded to 4809 calls-for-service, which resulted in 804 offense/incident reports and

245 auto crash reports. Of the 804 offense/incident reports, the officers arrested 348 individuals. Patrol issued 2036 finable traffic citations.

In 2015, auto traffic collisions numbered 245 or a 21% increase from 2014. There were 2 traffic fatalities reported for the year 2015.

In 2016 the patrol force goal is to increase traffic enforcement in an attempt to decrease or prevent a significant increase the number of traffic accidents. The agency has set a goal to decrease accidents by 5% and increase traffic enforcement by 5%. These numbers are reasonable and can be achieved. Patrol supervisors should identify the contributing factors of most accidents and assign directed patrol to address the violations.

Detective Goals & Objectives

In 2016 one goal of the Agency is to continue the reporting of recovered property to address reporting criteria for the Uniform Crime Report. The Canyon Police Department did a much better job in 2015 assuring that majority of recovered property was documented.

For 2016 the agency will continue providing advanced training for the detectives. In 2015 detectives solved 42% of cases assigned to them that resulted in an arrest. In 2016 detectives have set a goal to maintain or show a slight increase solving assigned cases. This could be a difficult goal to meet since case load for each detective has become almost excessive.

School Resource Officer

In the fall of 1995, the Canyon Police Department implemented the School Resource Officer's Program in cooperation with the Canyon-ISD to foster safe schools. The primary purpose of the SRO is to prevent crime, to promote school safety, and to enforce the law.

The SRO is responsible for the following goals and objectives:

- To promote the SRO program;
- To protect the integrity of the SRO program;
- To provide crime prevention programs;
- To promote positive interaction between the police, schools, & community; and
- To ensure *safe* schools.

The two SRO's assigned to Canyon Independent School District are:

Cody Jones- Canyon High School

Jimmy Hernandez- Canyon Jr. High/Canyon Intermediate School

Evaluation of Goals / Objectives-2015

Officer Recruitment, Retention & Training: The Canyon Police Department had three officers resign in 2015. Officer Steven Spears resigned to take a job with the Amarillo International Airport. Officer Krystallyne Robinson accepted a job with the Tarrant County Sheriff's Office after being employed with CPD for only 5 months. Corporal Brian Jones accepted a job with the Burlington Northern/Santa Fe Railroad. Two of the positions were filled by recruits from the Amarillo College Police Academy and one from Dumas Police Department.

The goal of recruitment, retention, and training is to maintain a professionally trained police force. The loss in law enforcement experience and training is costly to our citizen's public safety. The cost to this community to train one officer in the Field Training Officer program is roughly \$20,000.

Law Enforcement Management Institute of Texas: In 1987, the Law Enforcement Management Institute of Texas (LEMIT) was created by the 69th Texas Legislature to educate and train police managers and supervisors, at no cost to the agency. Chief Dale Davis is a graduate of the Leadership Command College at the LEMIT. Lt. Ray Resendez graduated from the Command College in 2010. This level of management training greatly enhances supervisory and leadership skills. Attendance by qualified Texas Peace Officers is fully underwritten through the imposition of surcharges on criminal court costs. All costs are borne by LEMIT, including transportation, lodging, and meals. Currently enrolled in the program are Lieutenant Matthew Coggins and Sgt. Aaron Savage. Lieutenant Coggins will graduate in 2016.

Agency Recognition: In 2006-2007, the Texas Police Chief's Association developed the Texas Law Enforcement Agency Recognition Program, establishing best practices necessary to address the most critical tasks performed by Texas Law Enforcement. The best practices were developed by law enforcement professionals to promote sound policies and procedures, based upon professional standards or best practices, and to ensure the professional integrity of a law enforcement entity. The Texas Law Enforcement Agency Recognition Program is a voluntary process where police agencies prove their compliance with over 166 professional standards or best practices. The Canyon Police Department maintains compliance with applicable standards each day.

Crime: The City of Canyon continues to enjoy a manageable crime rate. In 2015 crime increased 59%, primarily in theft cases. The goal of the agency is to educate the community in ways they can prevent becoming a victim of crime. An acceptable level of Part I index crime for Canyon ranges between 150 and 200 cases. The number of Part I index crimes for 2015 was 184.

Part I Index Crimes:

The UCR Program collects data about Part I offenses in order to measure the level and scope of crime occurring throughout the Nation. The Program's founders chose these offenses because they are serious crimes, they occur with regularity in all areas of the country, and they are likely to be reported to police. The Part I offenses are:

Criminal homicide —a.) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The Program classifies justifiable homicides separately and limits the definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen. b.) Manslaughter by negligence: the killing of another person through gross negligence. Traffic fatalities are excluded.

Forcible rape —The carnal knowledge of a female forcibly and against her will. Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included. Statutory offenses (no force used —victim under age of consent) are excluded.

Robbery —The taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault —An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary (breaking or entering) —The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Larceny-theft (except motor vehicle theft) —The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Motor vehicle theft —The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson —Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Traffic Collisions: In 2015, traffic enforcement decreased 19%, and traffic collisions increased 21%. The goal is to see a decrease in traffic collisions for 2016. Identifying and aggressively enforcing traffic violations that contribute to traffic collisions will help in decreasing the number of collisions in 2016. I contribute the decrease in enforcement to Officers focusing their daily activity more on training recruits, answering more calls for service and conducting follow-up investigation.

As Police Chief, I believe that the majority of police officers want to do a good job. They just need sound policy to guide their actions, training, and good supervision. We have established reasonable and obtainable goals and objectives. I expect every employee to work collectively toward their achievement.

A handwritten signature in cursive script that reads "Dale Davis". The signature is written in dark ink and is positioned above a solid horizontal line.

Chief of Police



Canyon Police Department
Partial Exemption Racial Profiling Reporting
Tier 1
January 2015-December 2015

Number of motor vehicle stops:

- 1. 1434 Citation Only
- 2. 135 Arrest Only
- 3. 18 Both
- 4. 1587 Total

Race or Ethnicity:

- 5. 75 African
- 6. 18 Asian
- 7. 1145 Caucasian
- 8. 341 Hispanic
- 9. 6 Middle Eastern
- 10. 2 Native American
- 11. 1587 Total

Race or Ethnicity known prior to stop?

- 12. 214 Yes
- 13. 1373 No
- 14. 1587 Total

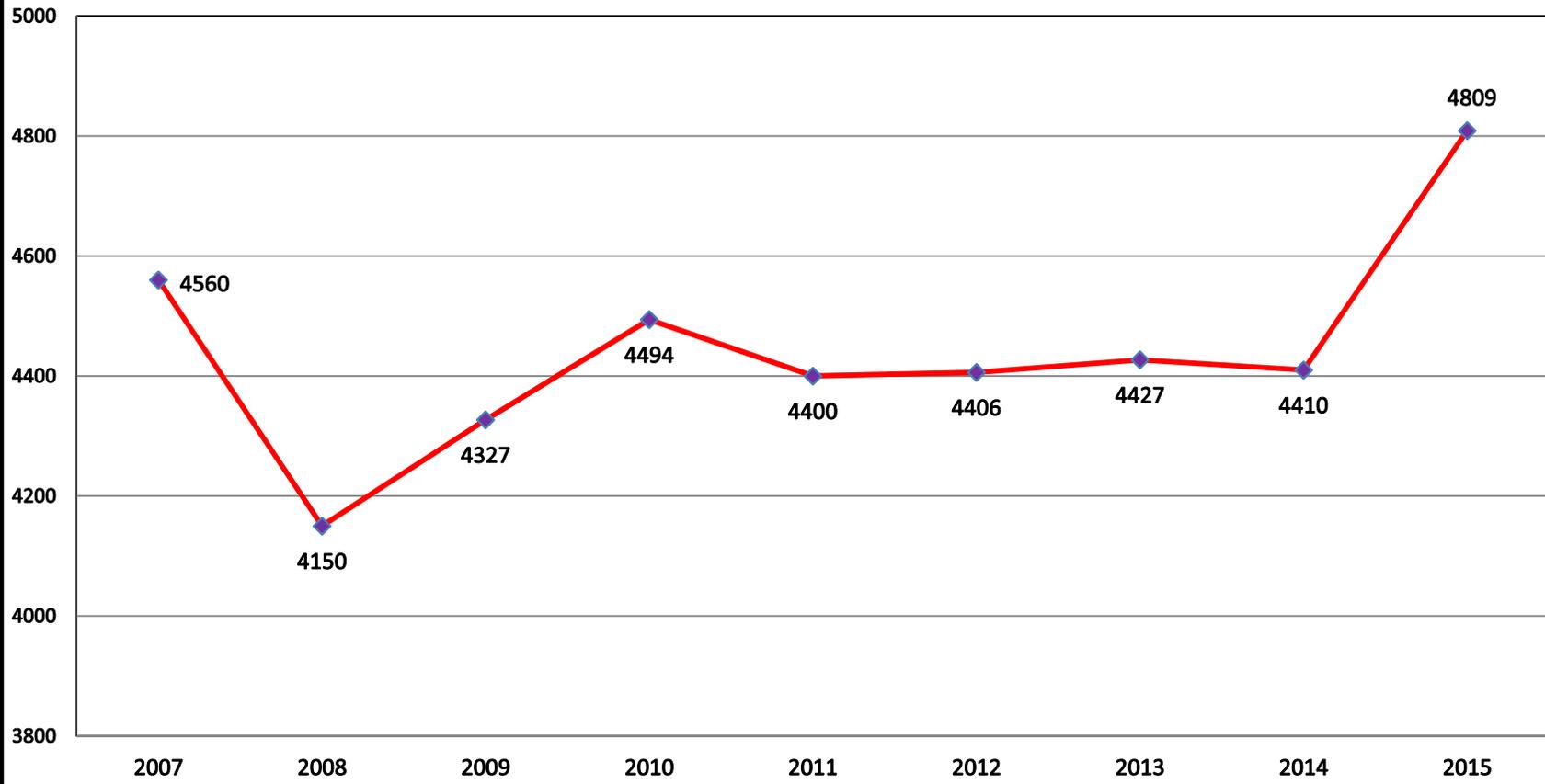
Search Conducted?

- 15. 191 Yes
- 16. 1396 No
- 17. 1587 Total

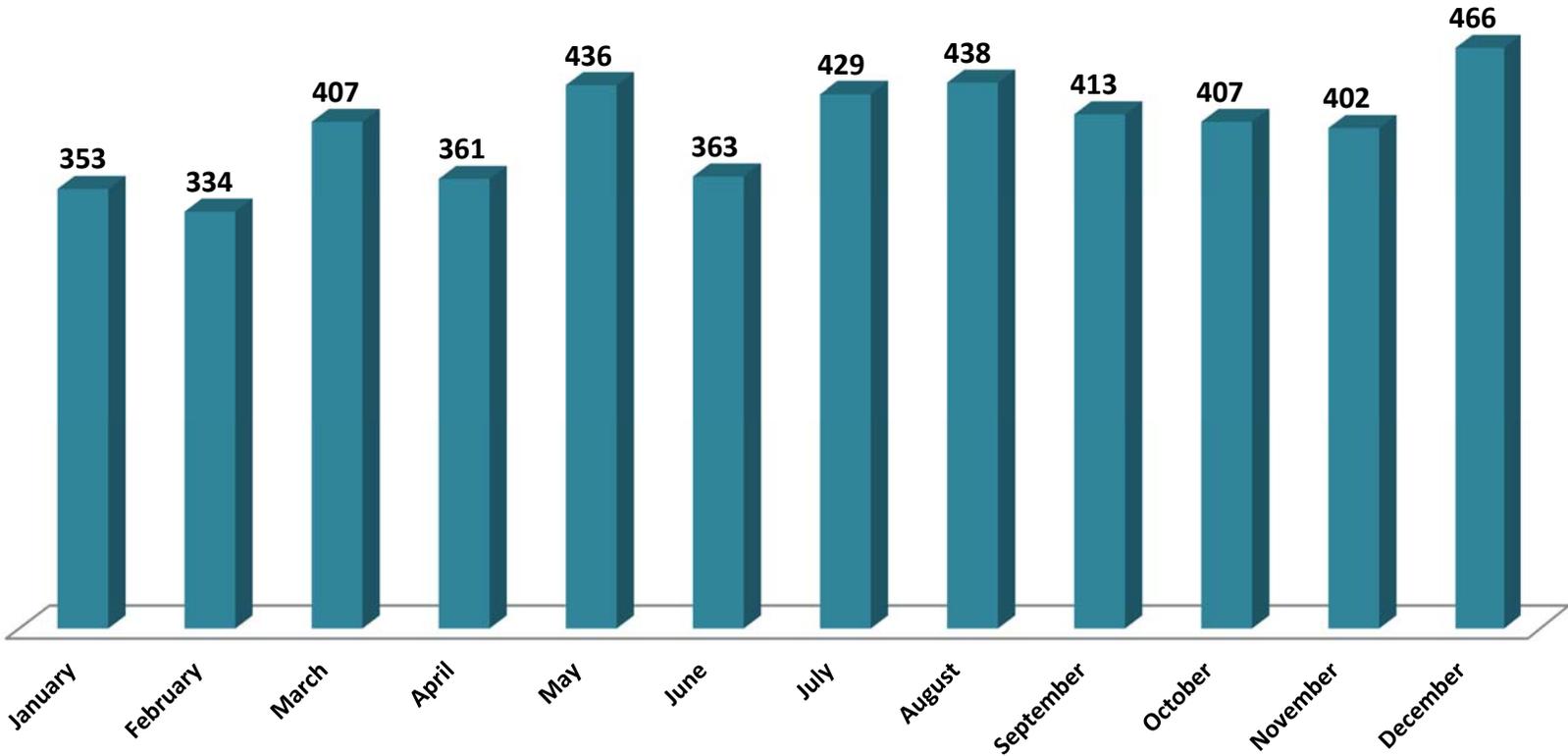
Was Search Consented?

- 18. 25 Yes
- 19. 166 No
- 20. 191 Total must equal #15 above

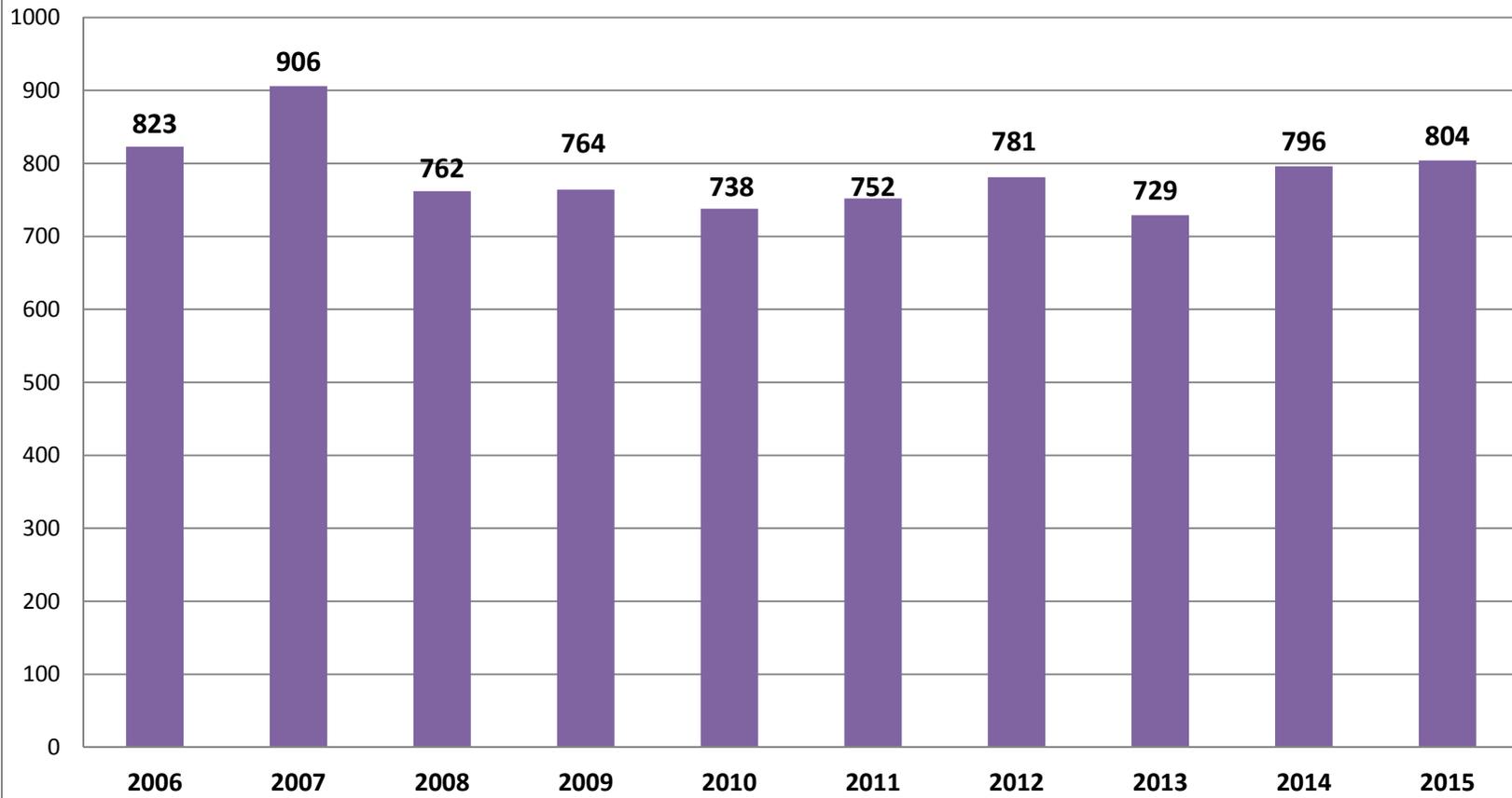
Calls-For-Service 2007-2015



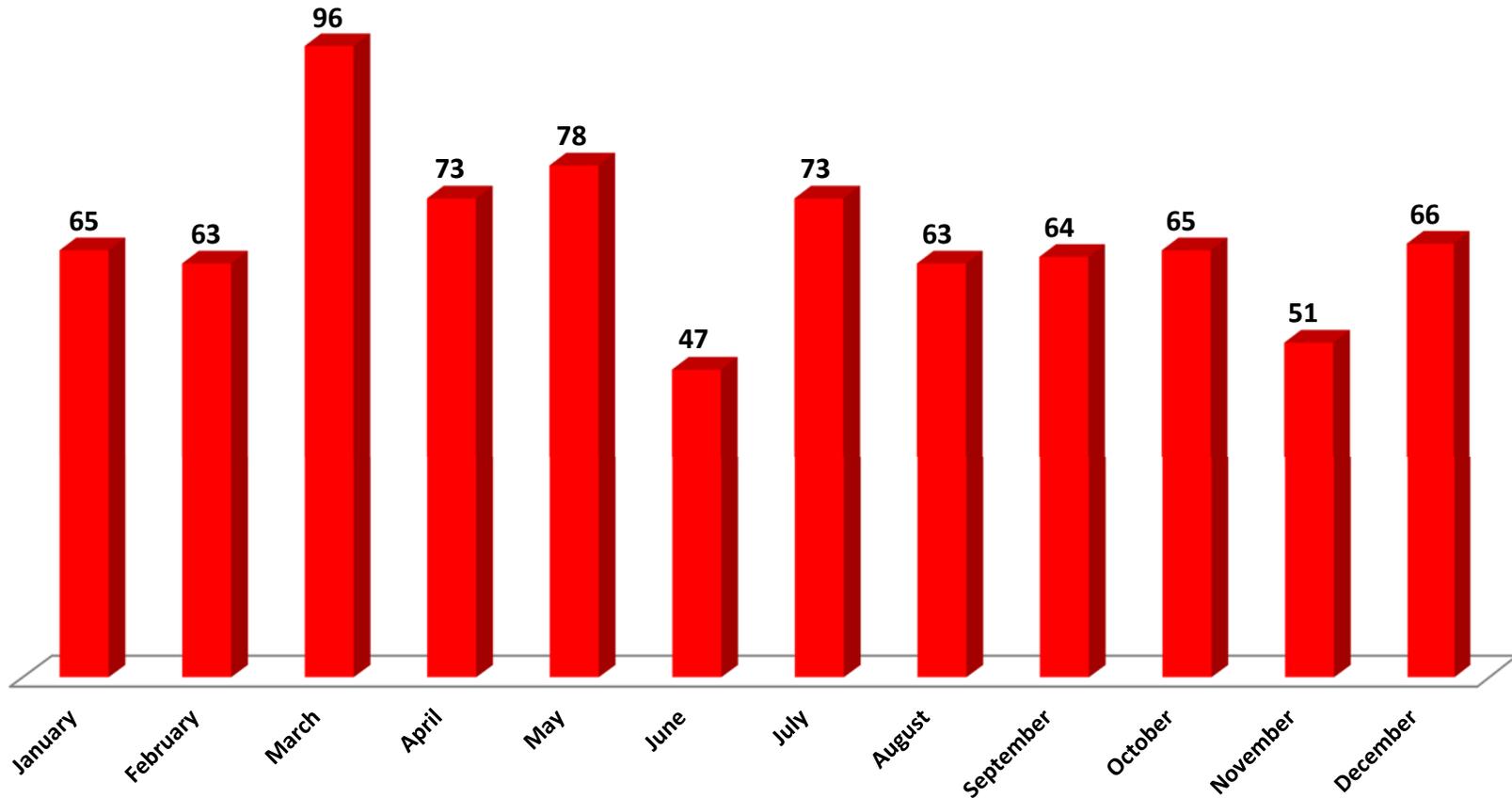
Monthly Calls-For-Service 2015



Offense Reports 2006-2015



Offense Report Monthly 2015



Canyon Police Department

Detective Case Load Chart

2015

	<u>Closed</u>	<u>Solved or Presented</u>	<u>Suspended</u>	<u>Unfounded</u>	<u>2015 Active</u>	<u>Total Cases</u>
Det. Shelby Davis	15	195	23	4	17	254
Det. E. Jusiak	3	83	23	7	17	133
Det. J. Jones 01/01/15 to 09/15/15	9	153	12	2	0	176
	27	431	58	13	34	**563

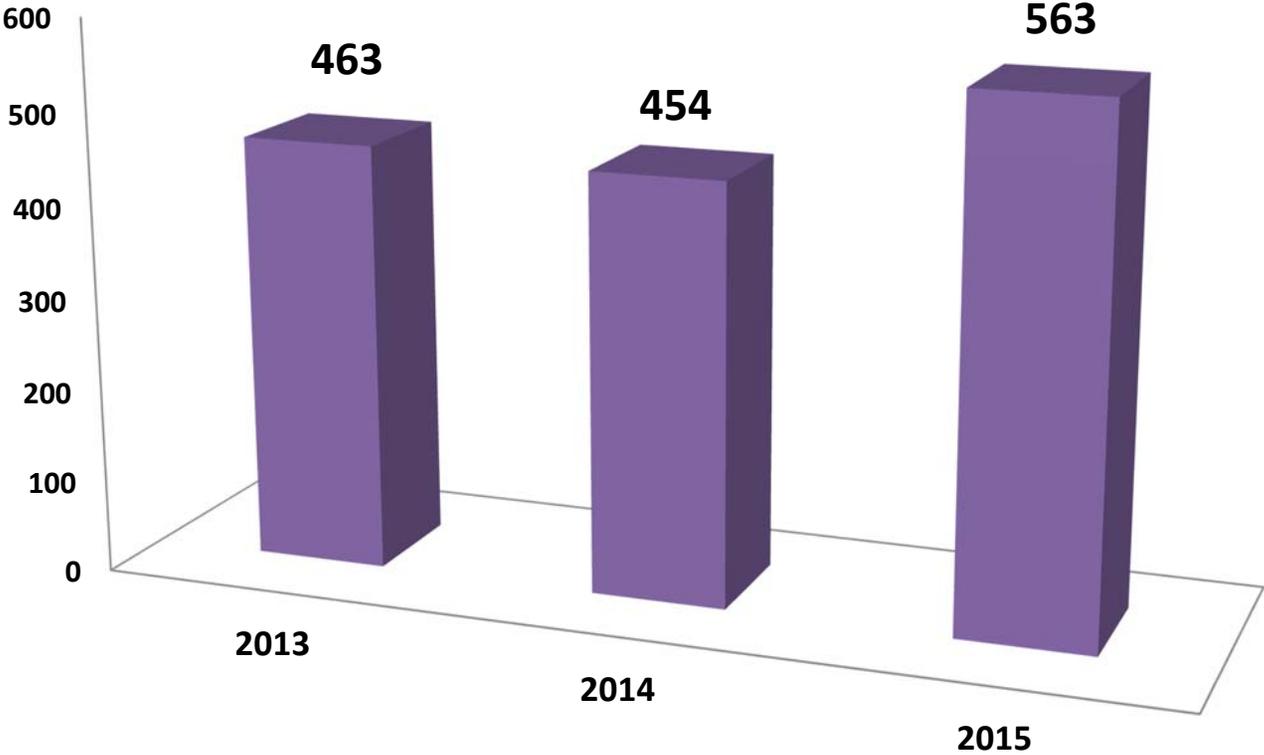
Includes Patrol Cases

	<u>Closed</u>	<u>Solved or Presented</u>	<u>Suspended</u>	<u>Unfounded</u>	<u>2015 Active</u>	<u>Total Cases</u>
Det. Shelby Davis	15	195	23	4	17	254
Det. E. Jusiak	3	83	23	7	17	133
Det. J. Jones 01/01/15 to 09/15/15	9	153	12	2	0	176
Patrol	93	* 187	103	2	28	413
	120	618	161	15	62	**976

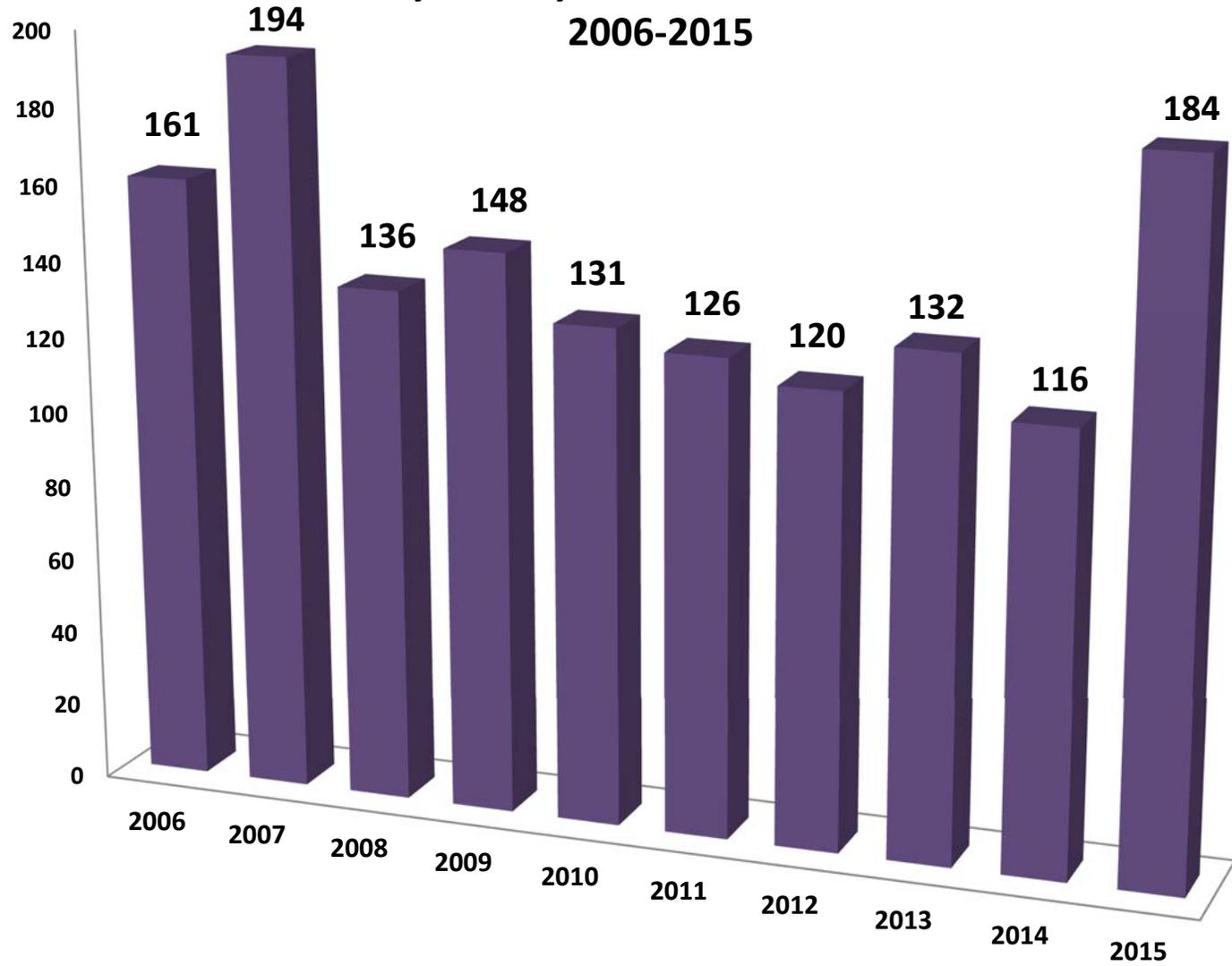
* Patrol clearance/presentation consist mostly of Class C Misdemeanors

**Total Cases denotes each charge/some cases have multiple charges

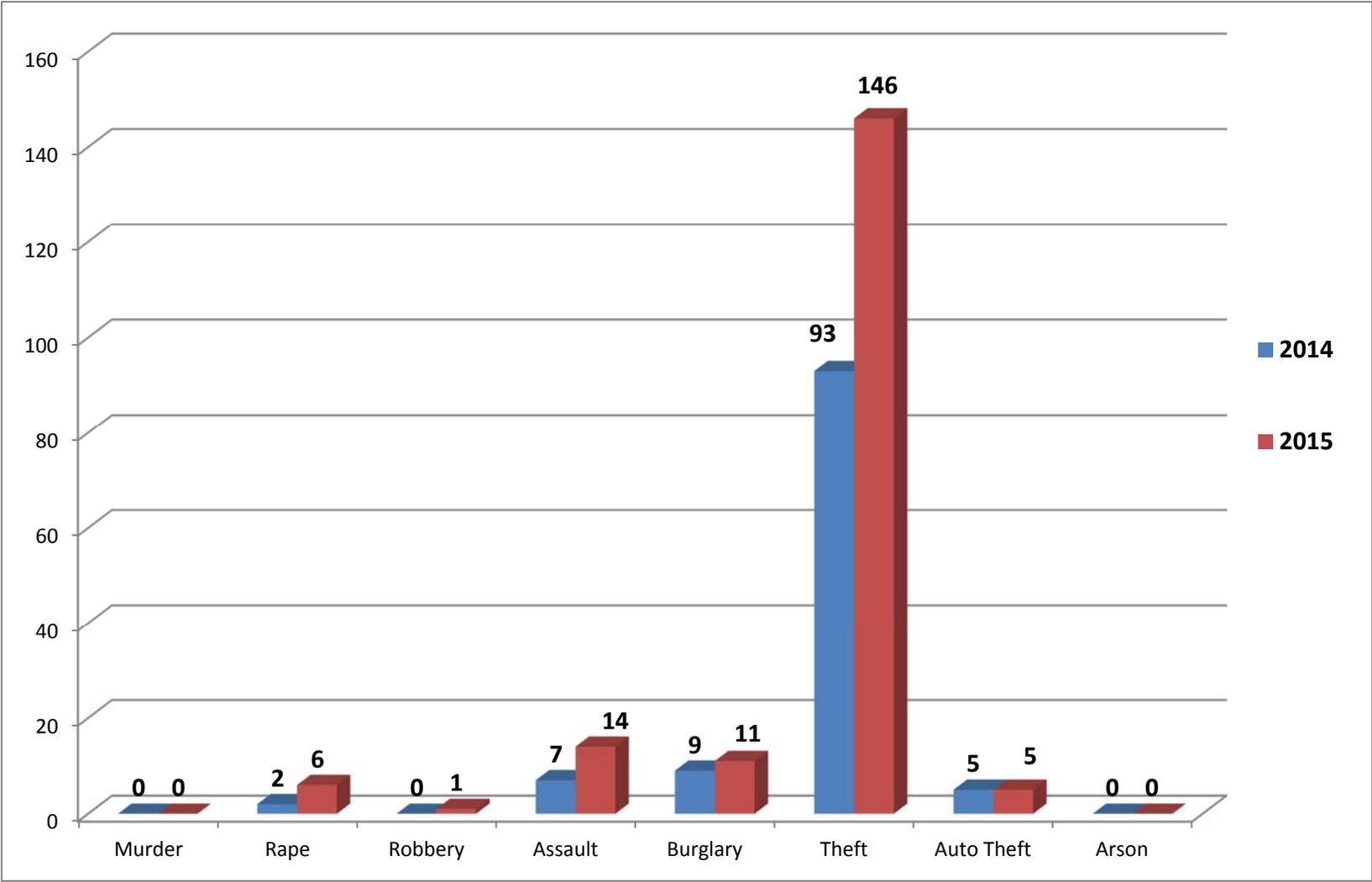
2015 Cases Assigned to Detectives



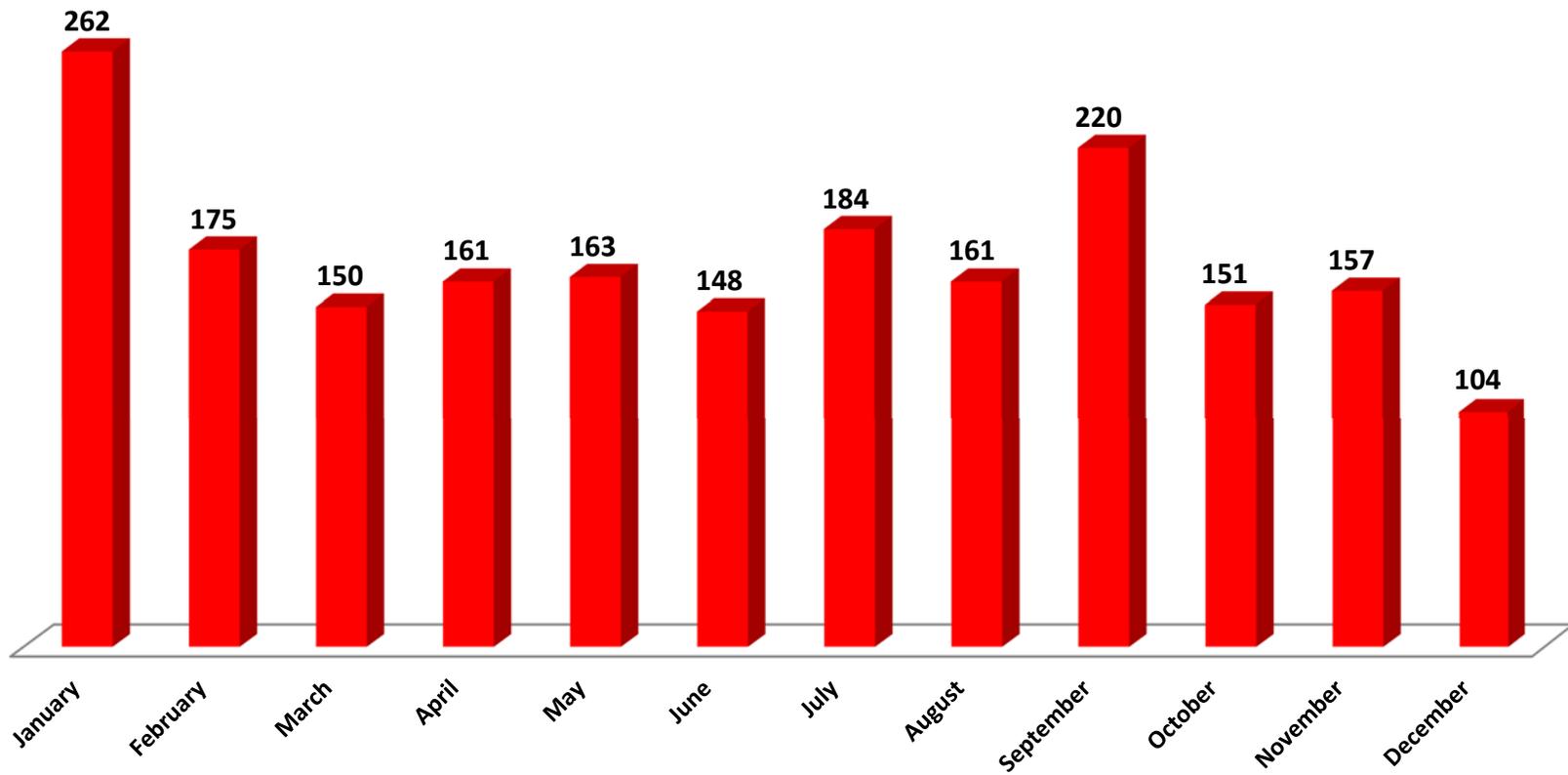
City of Canyon Part I Index Crimes 2006-2015



2015
Uniform Crime Report
Part 1 – Index Crimes

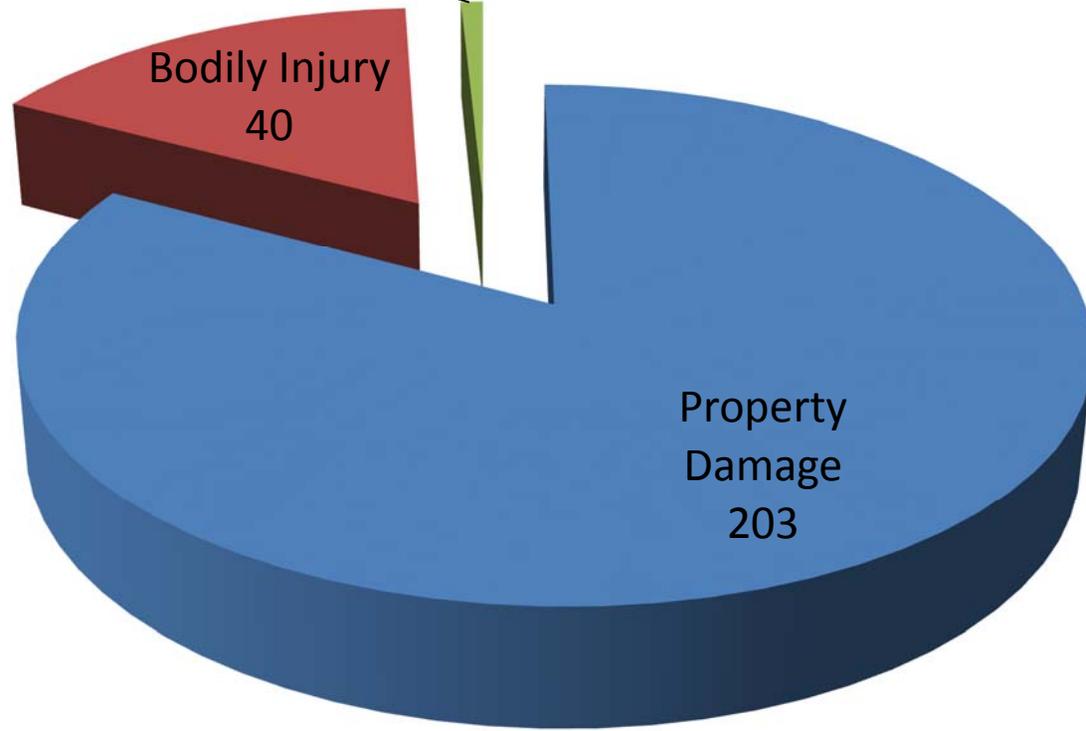


Monthly Traffic Citations Issued 2015



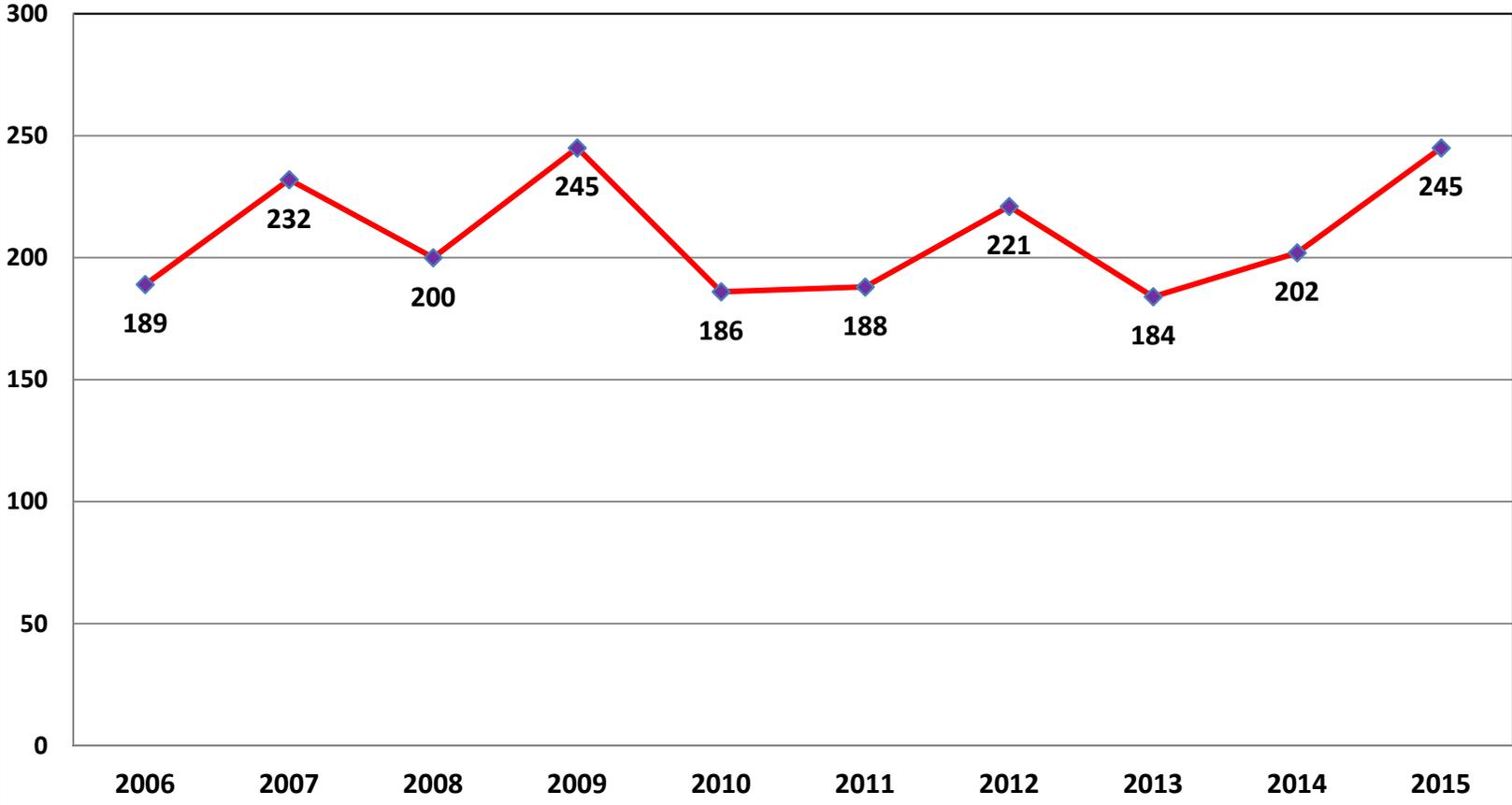
**Canyon Police Department
Auto Crashes
2015**

Fatality
2

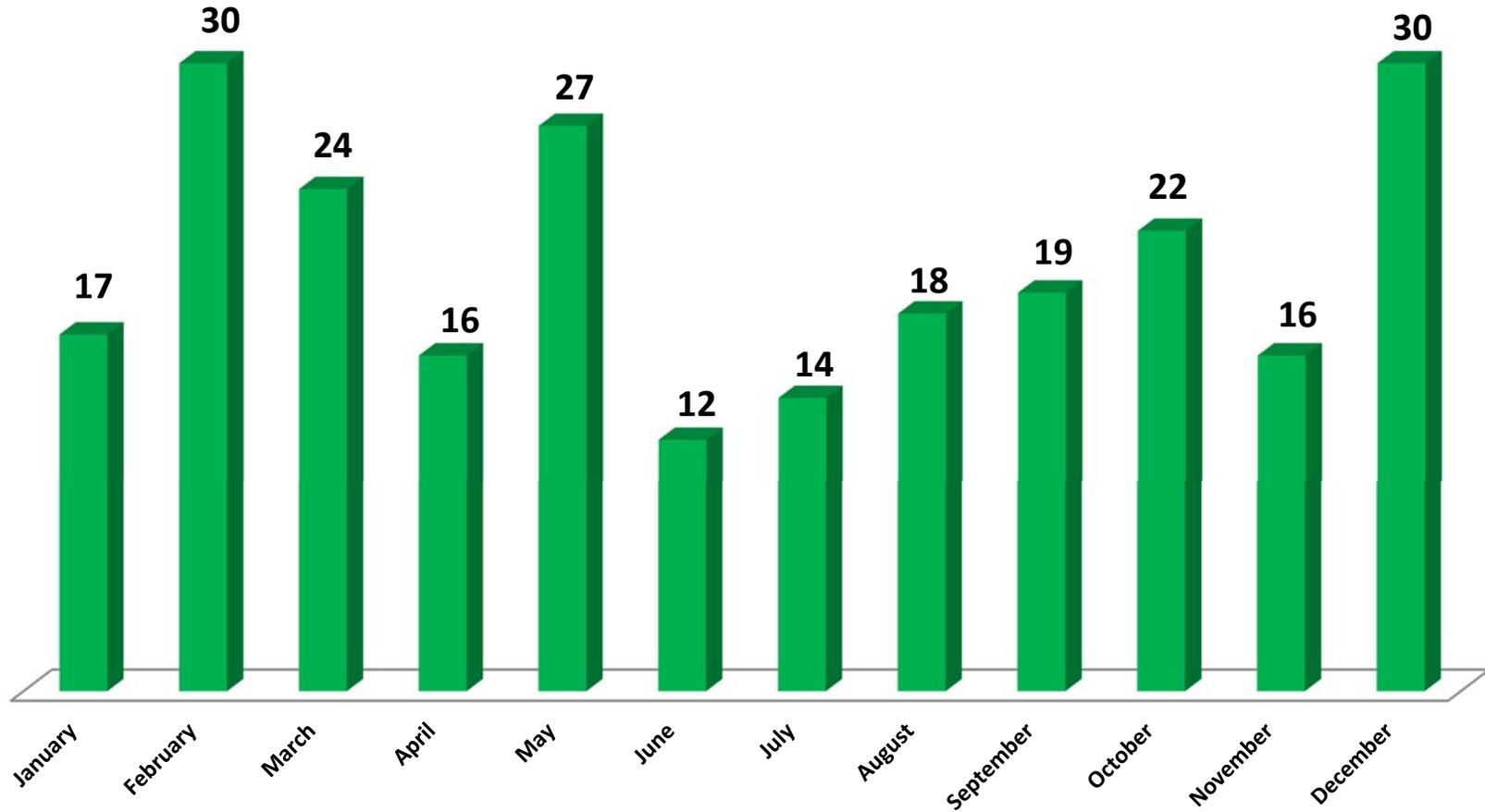


City of Canyon

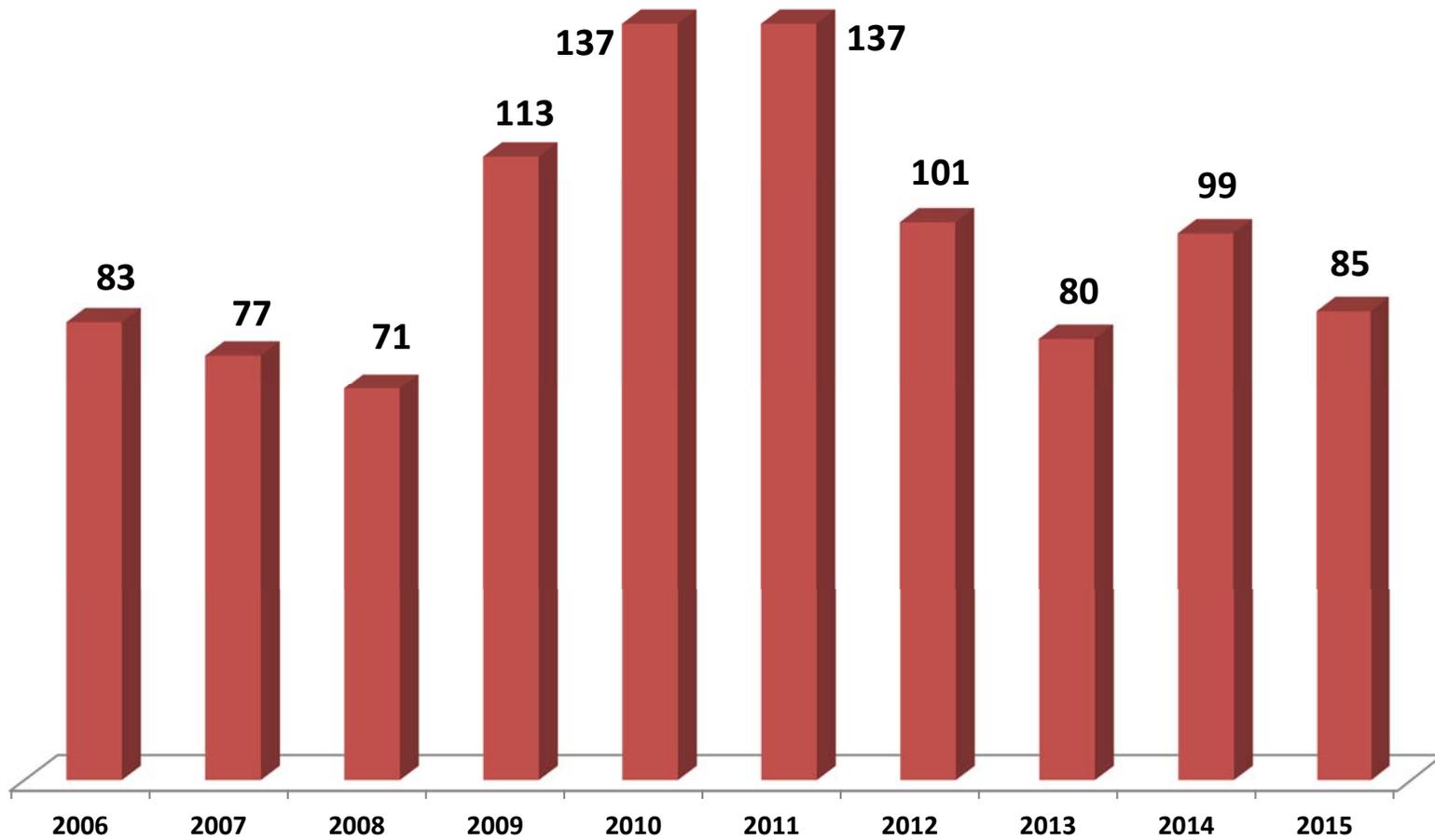
Traffic Collisions - 2015



Monthly Traffic Collisions 2015

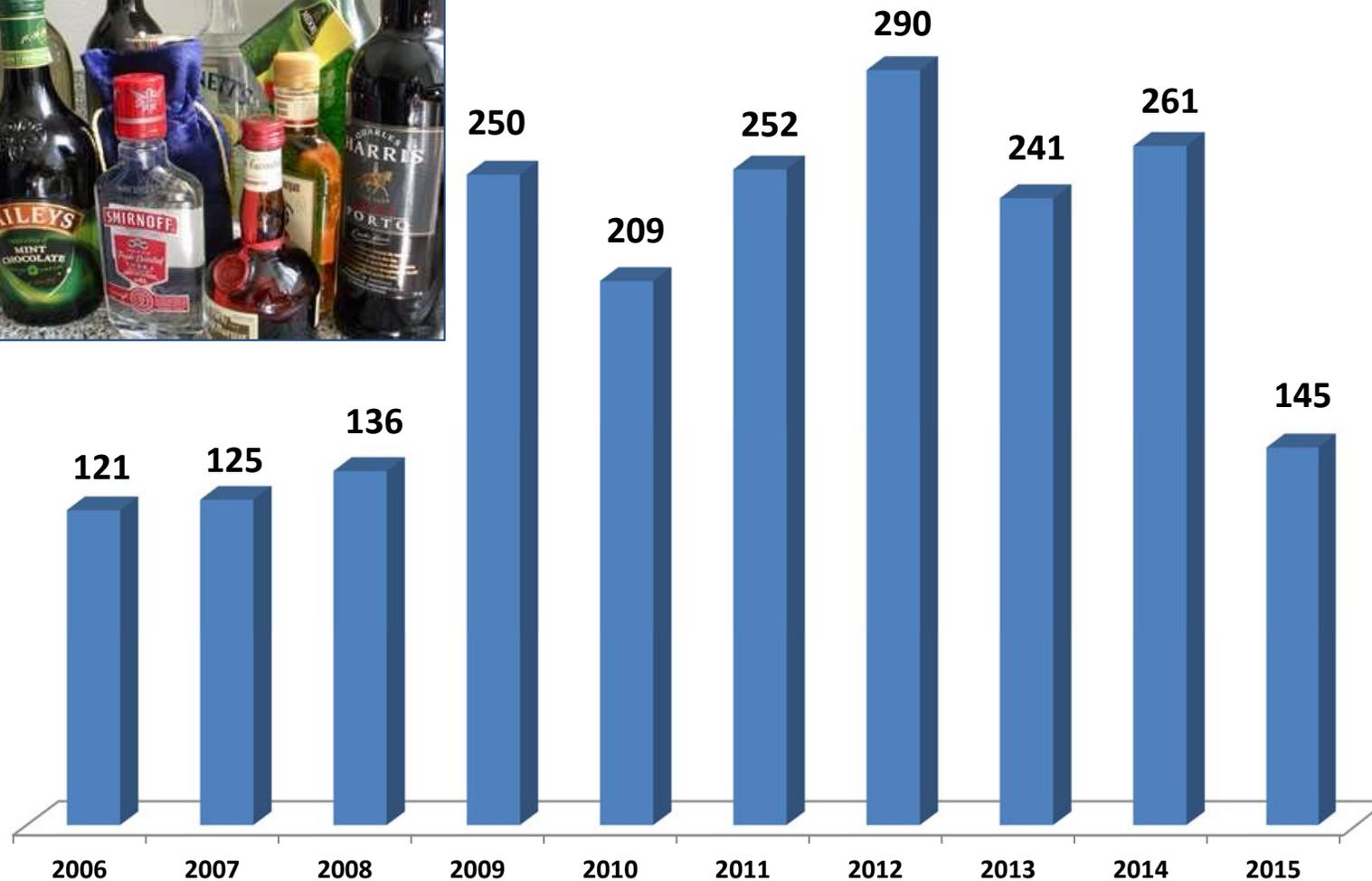


DWI Adult/Minor Arrest 2015



2015: Adult- 51 Minors- 34

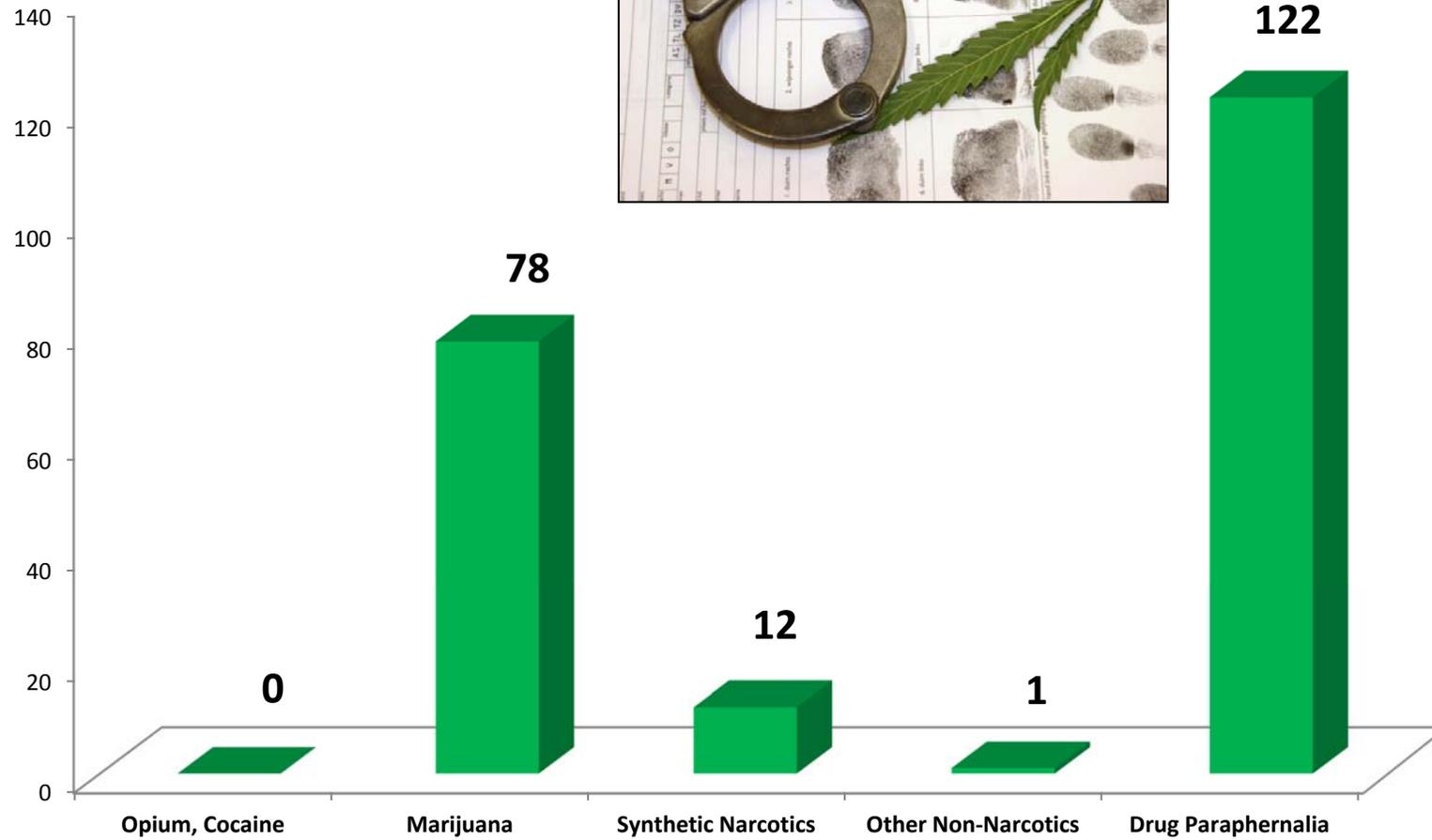
Minor in Possession/Consumption of Alcohol by Minor 2006-2015



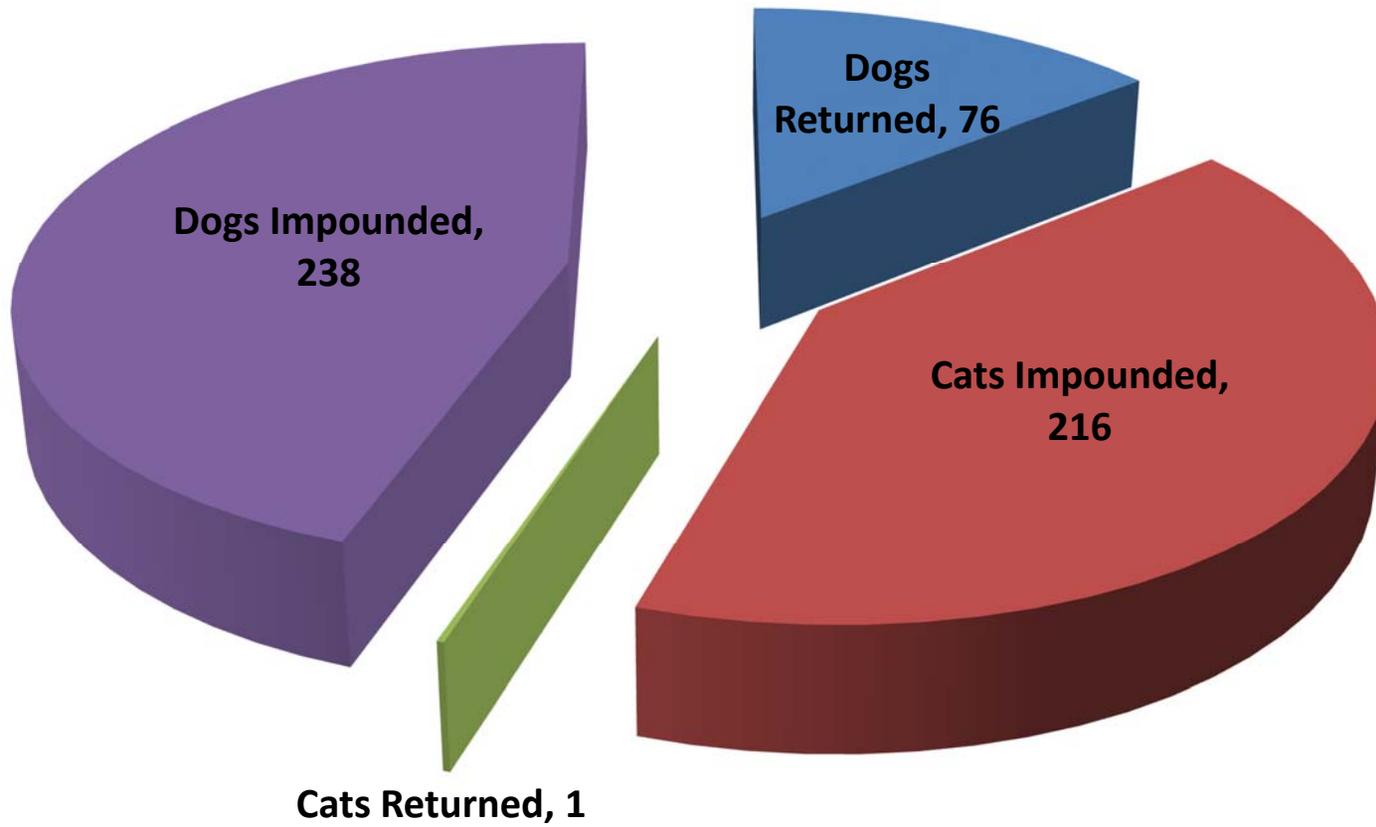
2015: Minor in Possession- 33

Minor in Consumption: 112

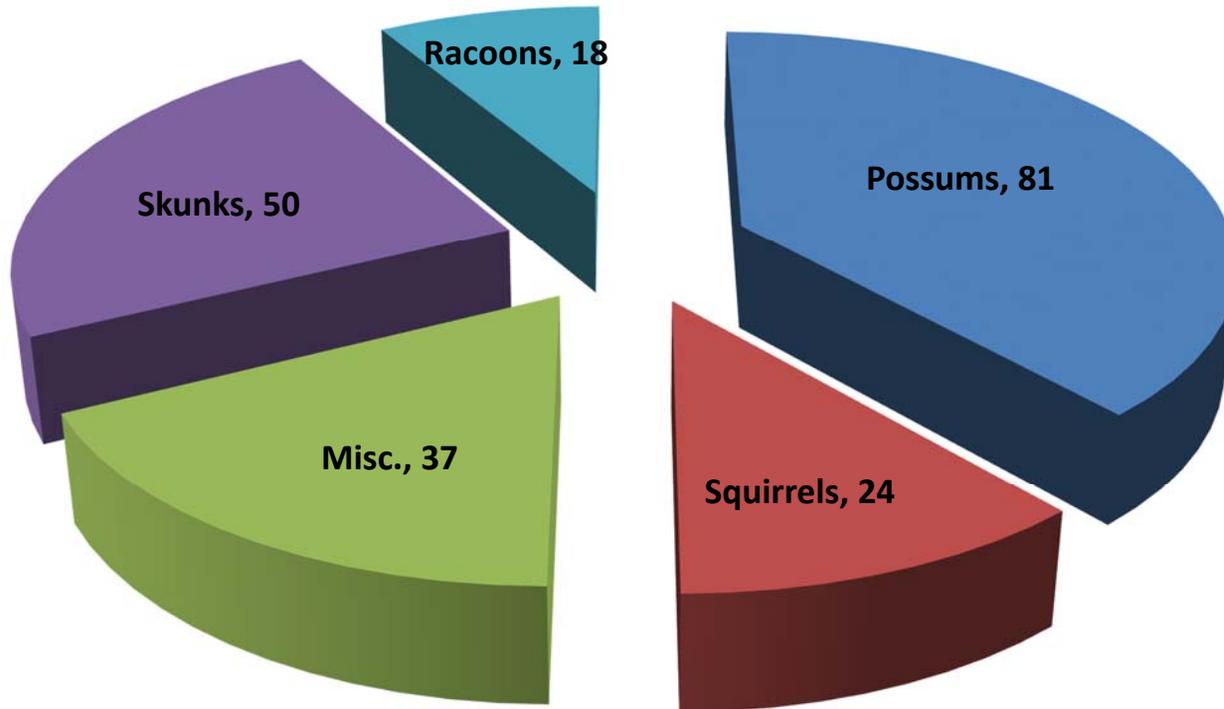
Canyon Police Department Drug Arrest 2015



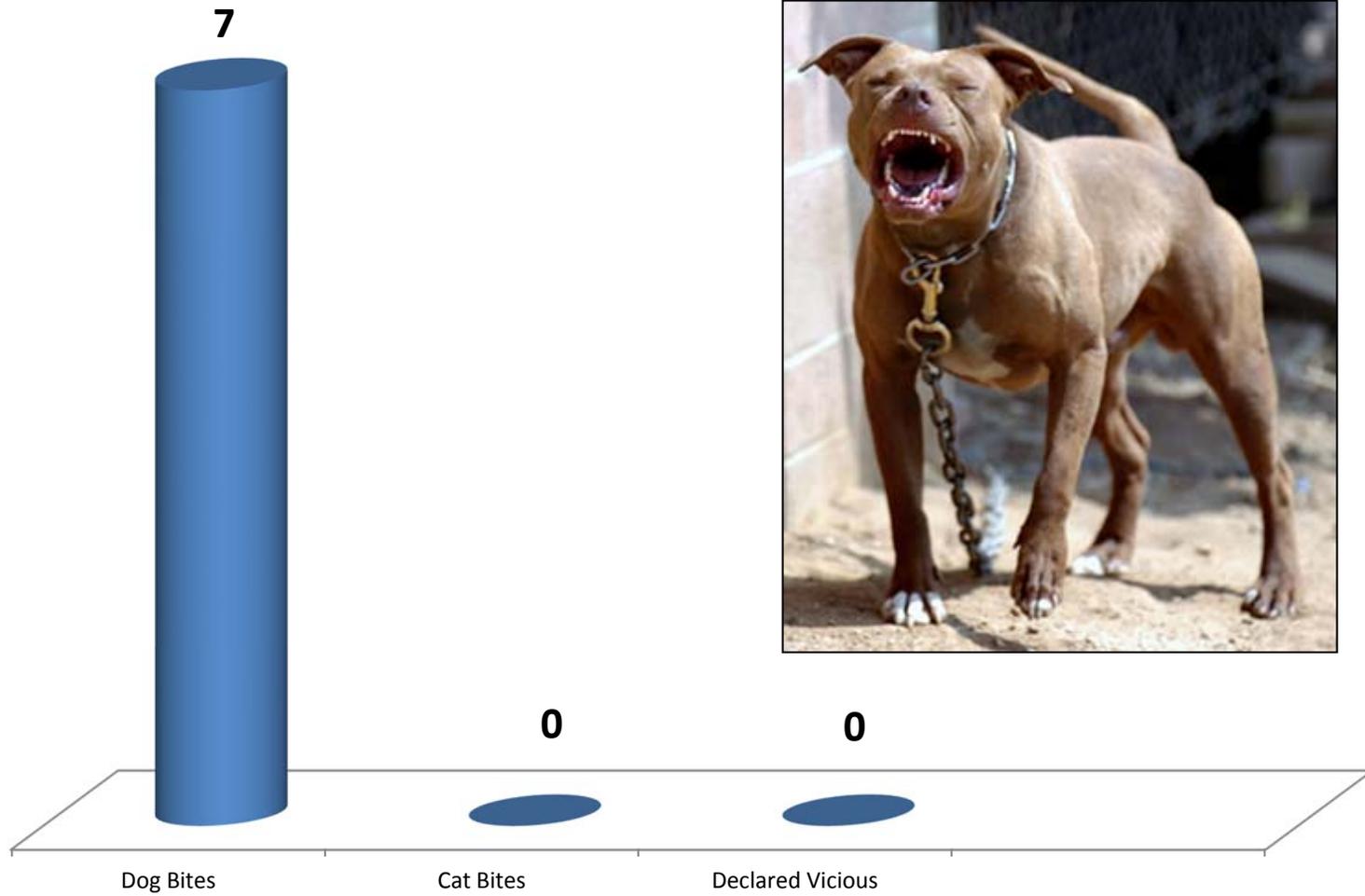
Animal Control Domestic Animals 2015



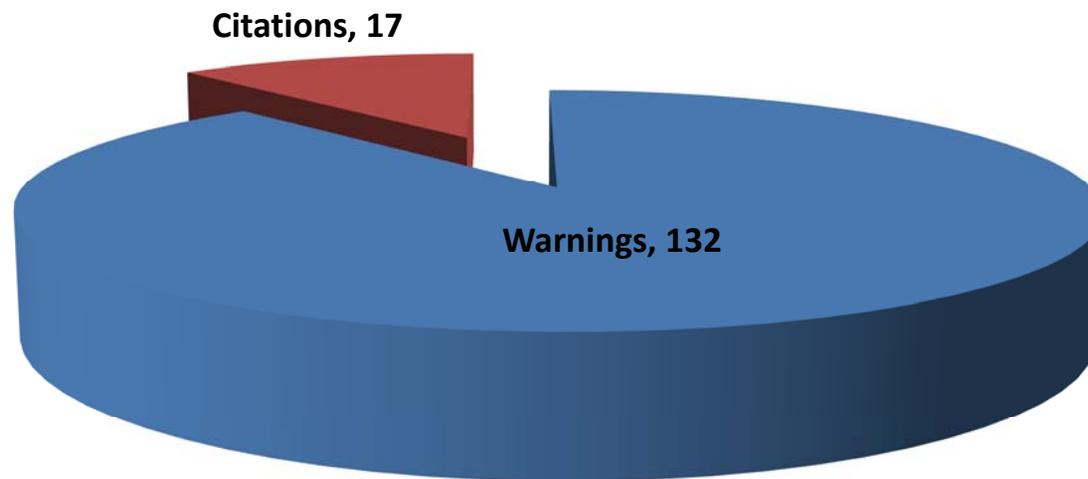
**Animal Control
Wild Animals
2015**



Animal Control Animal Bites 2015



Animal Control Enforcement 2015



To: Randy Criswell, City Manager
From: Dan Reese, Public Works Director
Date: January 27, 2016
Re: Consider and Take Appropriate Action on Bids Received for:
Wastewater Collection System Improvements – 12 “ Sewer Line in 1st
Avenue from 8th Street to 600’ East of Brown Road – EDA Project
#08-01-05039.

This is the project designed to enlarge the sewer service to the new industrial park associated with the development and construction of the Lone Star Dairy Products facility. The project will also give us the potential to serve much of the commercial property, currently without sewer service, along the Highway 60 corridor, north of the railroad.

Bids were received and opened on Thursday, January 21, 2016. We received five bids that ranged in total amounts from approximately \$ 568,000.00 to \$ 1,643,000.00. Brandt Engineers has done some fairly extensive research and vetting of the low bidder, J & H Services from Albuquerque, and has recommended that we award the bid to them. Multiple conversations were had with the contractor, they provided resumes, equipment lists and references on like projects. These references were also contacted and Brandt feels somewhat comfortable with the contractor after these discussions. Are we 100% certain of this contractor? No. Can you ever be? Probably not, but we feel as though the potential savings helps to justify the recommendation. The bid from J & H was \$ 567,628.00. The project estimate was \$ 750,000.00. A bid tabulation sheet and recommendation letter is attached.

Please keep in mind that we have a water main project that needs to be done to upgrade the fire flows to the development, as well, hopefully under this contract / grant. The EDA will want us to spend the entire grant amount, so this bid will help us make our case to the EDA for the water main upgrade and additional spending. This will require an amendment to the EDA contract, and as soon as this award takes place, we will start the process to attempt to add the water main upgrade to the contract.

Funding for this project will come from a 50-50 matching grant from the US Dept. of Commerce, Economic Development Administration (EDA). The grant award was for approximately \$ 1,160,000, of which the City's match will be half of, or approximately \$ 580,000. Our matching funds were not budgeted for and are planned to come from reserves.

The public works department concurs with the Engineer in recommending that the bid of J&H Services of Albuquerque be awarded for this project in the amount of \$ 567,628.00.

BID TABULATION SHEET
WASTEWATER COLLECTION SYSTEM IMPROVEMENTS
12" SEWER LINE NW 1ST AVE FROM 8TH STREET TO 600' EAST OF BROWN ROAD
CANYON, TEXAS

January 21, 2016

Base Bid

Item Number	Base Bid Item Description	Est. Quantity	Unit	J & H Services		Wampler Construction		Amarillo Utility Contractors		Fuller & Sons		White Water	
				Unit Price	Ext. Amount	Unit Price	Ext. Amount	Unit Price	Ext. Amount	Unit Price	Ext. Amount	Unit Price	Ext. Amount
1	Mobilization/Demobilization	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00	\$ 40,000.00	\$ 22,328.00	\$ 22,328.00	\$ 100,000.00	\$ 100,000.00
2	Furnish and install 6" PVC, sewer line	40	LF	\$ 23.15	\$ 926.00	\$ 50.00	\$ 2,000.00	\$ 40.00	\$ 1,600.00	\$ 69.00	\$ 2,760.00	\$ 100.00	\$ 4,000.00
3	Furnish and install 8" PVC, sewer line	60	LF	\$ 24.15	\$ 1,449.00	\$ 50.00	\$ 3,000.00	\$ 45.00	\$ 2,700.00	\$ 71.00	\$ 4,260.00	\$ 100.00	\$ 6,000.00
4	Furnish and install 12" PVC, sewer line 0'-12' cut	820	LF	\$ 34.85	\$ 28,577.00	\$ 75.00	\$ 61,500.00	\$ 60.00	\$ 49,200.00	\$ 106.00	\$ 86,920.00	\$ 150.00	\$ 123,000.00
5	Furnish and install 12" PVC, sewer line 12'-14' cut	1870	LF	\$ 37.85	\$ 70,779.00	\$ 90.00	\$ 168,300.00	\$ 85.00	\$ 158,950.00	\$ 106.00	\$ 198,220.00	\$ 230.00	\$ 430,100.00
6	Furnish and install 12" PVC, sewer line 14'-16' cut	2040	LF	\$ 49.50	\$ 100,980.00	\$ 90.00	\$ 183,600.00	\$ 95.00	\$ 193,800.00	\$ 107.00	\$ 218,280.00	\$ 250.00	\$ 510,000.00
7	Furnish and install 12" PVC, sewer line 16'-18' cut	30	LF	\$ 58.65	\$ 1,759.50	\$ 90.00	\$ 2,700.00	\$ 100.00	\$ 3,000.00	\$ 157.00	\$ 4,710.00	\$ 300.00	\$ 9,000.00
8	Furnish and install 12" PVC, sewer line through bore	180	LF	\$ 35.85	\$ 6,453.00	\$ 80.00	\$ 14,400.00	\$ 55.00	\$ 9,900.00	\$ 84.00	\$ 15,120.00	\$ 150.00	\$ 27,000.00
9	Furnish and install 48" fiberglass manhole, 0'-4' depth	17	EA	\$ 4,260.00	\$ 72,420.00	\$ 5,000.00	\$ 85,000.00	\$ 12,000.00	\$ 204,000.00	\$ 8,374.00	\$ 142,358.00	\$ 5,000.00	\$ 85,000.00
10	Furnish and install extra depth in 48" fiberglass manholes over 4' in depth	169.9	LF	\$ 480.00	\$ 81,552.00	\$ 450.00	\$ 76,455.00	\$ 640.00	\$ 108,736.00	\$ 871.00	\$ 147,982.90	\$ 1,000.00	\$ 169,900.00
11	Furnish and install 60" fiberglass manhole, 0'-4' depth	1	EA	\$ 4,900.00	\$ 4,900.00	\$ 6,000.00	\$ 6,000.00	\$ 16,600.00	\$ 16,600.00	\$ 10,259.00	\$ 10,259.00	\$ 15,000.00	\$ 15,000.00
12	Furnish and install extra depth in 60" fiberglass manholes over 4' in depth	9.8	LF	\$ 310.00	\$ 3,038.00	\$ 500.00	\$ 4,900.00	\$ 550.00	\$ 5,390.00	\$ 1,119.99	\$ 10,966.10	\$ 1,500.00	\$ 14,700.00
13	Furnish and install 6" drop assembly	1	EA	\$ 1,880.00	\$ 1,880.00	\$ 1,500.00	\$ 1,500.00	\$ 1,900.00	\$ 1,900.00	\$ 1,470.00	\$ 1,470.00	\$ 5,000.00	\$ 5,000.00
14	Furnish and install 8" drop assembly	3	EA	\$ 2,065.00	\$ 6,195.00	\$ 1,500.00	\$ 4,500.00	\$ 2,000.00	\$ 6,000.00	\$ 1,700.00	\$ 5,100.00	\$ 5,000.00	\$ 15,000.00
15	4" Service tap	5	EA	\$ 1,325.00	\$ 6,625.00	\$ 1,500.00	\$ 7,500.00	\$ 1,000.00	\$ 5,000.00	\$ 1,858.00	\$ 9,290.00	\$ 5,000.00	\$ 25,000.00
16	Bore for 12" PVC sewer line	180	LF	\$ 225.00	\$ 40,500.00	\$ 300.00	\$ 54,000.00	\$ 270.00	\$ 48,600.00	\$ 135.00	\$ 24,300.00	\$ 800.00	\$ 144,000.00
17	HMAC pavement repair	470	SY	\$ 112.00	\$ 52,640.00	\$ 70.00	\$ 32,900.00	\$ 125.00	\$ 58,750.00	\$ 127.00	\$ 59,690.00	\$ 100.00	\$ 47,000.00
18	Concrete repair	680	SF	\$ 8.85	\$ 6,018.00	\$ 8.00	\$ 5,440.00	\$ 6.00	\$ 4,080.00	\$ 36.00	\$ 24,480.00	\$ 150.00	\$ 102,000.00
19	Trench safety	4680	LF	\$ 1.20	\$ 5,616.00	\$ 5.00	\$ 23,400.00	\$ 1.00	\$ 4,680.00	\$ 2.00	\$ 9,360.00	\$ 1.00	\$ 4,680.00
20	Traffic controls	1	LS	\$ 16,500.00	\$ 16,500.00	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,486.00	\$ 20,486.00	\$ 5,000.00	\$ 5,000.00
21	Erosion control	1	LS	\$ 8,820.00	\$ 8,820.00	\$ 4,500.00	\$ 4,500.00	\$ 10,000.00	\$ 10,000.00	\$ 16,030.00	\$ 16,030.00	\$ 5,000.00	\$ 5,000.00
Base Bid Total				\$ 567,628.00		\$ 776,595.00		\$ 937,886.00		\$ 1,034,370.00		\$ 1,846,380.00	



January 27, 2016

The Honorable Quinn Alexander, Mayor
and City Commission
City of Canyon
301 16th Street
Canyon, Texas 79015

Re: Bid Award
Wastewater Collection Improvements
EDA Project No. 08-01-05039
12" Sewer Line in NW 1st Avenue
From 8th Street to 600' East of Brown Road

Mayor and Commission:

Bids were opened on January 21, 2016 for the above referenced project. The bid tabulation sheet is attached. The lowest bid was submitted by J&H Services, Inc. of Albuquerque, New Mexico in the amount of \$567,628.00.

It is recommended that the contract be awarded to J&H Service, Inc, for in the amount of \$567,628.00.

If you have any questions, please do not hesitate to call.

Sincerely,

BRANDT ENGINEERS

Dwight L. Brandt, P.E.

DLB:meb

enclosure

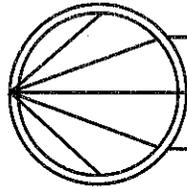
To: Randy Criswell, City Manager
From: Dan Reese, Public Works Director
Date: January 25, 2016
Re: Consider and Take Appropriate Action on Bids Received for Sealcoating – 2016 Project.

Bids were received and opened on the above referenced project on Tuesday, January 12, 2016. The target area this year is all streets and avenues east of 28th Street with a few blocks that remain around Canyon High School. A sketch of the project is attached. We're continuing to specify asphalt pre-coated gravel for our project. The total base bid quantity was approximately 178,000 square yards.

Three bids were received this year. Bids ranged from \$1.70 per square yard to \$2.16 per square yard. The low bid was submitted by Lipham Asphalt and Paving of Aspermont. Their unit price bid was \$1.70 per square yard, which is lower than the unit price budgeted and lower than we paid last year by \$0.20 per square yard. The total amount for the base bid was \$302,141.00. A contract completion time of 45 days was also bid. If awarded, this will be Lipham's fifth contract with us in seven years. A bid tabulation sheet and award recommendation from the Engineer is also attached.

In the budget this year, we have \$ 340,000 as we anticipated an increase in costs. With the lower prices, this will allow us to add to the project and catch up a little, keeping us on our seven year rotation. We're already working on an additive change order.

The public works department concurs with the Engineer and recommends awarding the 2016 sealcoating bid to Lipham Asphalt and Paving in the amount of \$302,141.00.



**BRANDT
ENGINEERS®**

TBPE REGISTRATION NO. 4174

4537 CANYON DRIVE, AMARILLO, TEXAS 79110

OFC: 806/353-7233

FAX: 806/353-7261

January 12, 2016

The Honorable Quinn Alexander, Mayor
and City Commission
City of Canyon
301 16th Street
Canyon, Texas 79015

Re: Bid Award Recommendation
Sealcoat- 2016

Mayor and Commission:

Bids were opened on January 12, 2016, for the above referenced project. The bid tabulation sheet is attached.

The lowest bid for the project was submitted by Lipham Asphalt and Paving Co., LLC of Hereford, Texas. The amount of the base bid is \$302,141 for single course precoated aggregate and 45 calendar days to complete the construction.

It is recommended that the bid submitted by Lipham Asphalt and Paving be accepted.

If you have any questions, please do not hesitate to call.

Sincerely,

BRANDT ENGINEERS


Oscar Ostos, E.I.T.

enclosure

BID TABULATION SHEET SEALCOAT 2016

CANYON, TEXAS
 January 12, 2016
 2:00 P.M.

<u>Item No.</u>	<u>DESCRIPTION</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>LIPHAM ASPHALT</u>		<u>FREEMAN PAVING</u>		<u>G & G OPERATORS</u>	
				<u>Unit Price</u>	<u>Ext. Amount</u>	<u>Unit Price</u>	<u>Ext. Amount</u>	<u>Unit Price</u>	<u>Ext. Amount</u>
1	Construction of Single Sealcoating Using Precoated Rock	177,730	SY	\$ 1.700	\$ 302,141.00	\$ 1.880	\$ 334,132.40	\$ 2.160	\$ 383,896.80
BASE BID				TOTAL					
	Number of calendar days to complete project				45		30		120

To: Mayor and City Commission
From: Jon Behrens, Assistant City Manager for Special Projects
Date: February 1, 2016
Re: Strategic Planning Phase 1 Update.

Since our last City Commission meeting I have been working on the citizen input meeting associated with our strategic planning initiative. I am using the working title "Tell Us What You Think" for this meeting. This meeting will be open to the public and we will specifically invite the individuals from the invitee list that each of you is submitting. The meeting will consist of a brief introduction of the process and then participants will have the opportunity to move through seven stations. These stations will allow participants to express their opinions and suggestions related to current and future City services. Participants will also have the opportunity to comment on the current and future conditions of the community in general. This process will allow participants to move from topic to topic at their own pace. All participants will be encouraged to address each area, however, they will be free to leave the meeting whenever they are ready to go.

On January 22, I met with Butler Cain, WTAMU Assistant Professor of Communications, to discuss this project and enlist his assistance. One of the most critical aspects of this meeting will be our ability to record the input from the participants. Butler has agreed to organize a group of Communication students into the recorders or moderators for each of the topical stations. Butler and I discussed the entire project and have developed an action plan to move the project forward. Butler's role will be to provide the students, assist them in understanding the process, and guide them in the process that will enable them to summarize the information they recorded into a format that will benefit us in the next phase of our planning process.

"Tell Us What You Think" – Outline

- Invitations mailed out prior to February 5
- Article in Canyon News, Facebook, and on television
- Meeting on February 25 (tentative) in Cole Community Center at 7 pm
- Butler and I have not set a date for the return of the feedback

Once we have completed this phase of the process it is my suggestion that the Commission hold a Strategic Planning meeting to discuss the feedback. If the Commission is interested in moving forward with the Strategic Planning process after receiving citizen input, I can provide an outline for a planning meeting and process at a later date.

To: Mayor and City Commission
From: Randy Criswell, City Manager
Date: February 1, 2016
Re: Consider and Take Appropriate Action on Need for Public Restrooms on Downtown Square, Location Desired, and Commitment to Maintain.

As you know, the CEDC has partnered with Blue Bison Investments to design and build “The Shops at 5th Avenue”, which is located between the Cake Company and the TEXAS office on the south side of 5th Avenue. There are some great ideas being explored for some retail establishments in this development. One thing that has been mentioned many times over the past few years is the need for public restrooms on the Square. As our Square has become more and more vibrant, with a future that appears to be even more vibrant, there is a lot of interest in public restrooms.

Staff needs direction from you as to whether or not you agree with the public restroom concept, from a philosophical and cost standpoint. If you do, the proposal from Blue Bison is along these lines:

- Blue Bison would build the restrooms to City specifications, basically like the ones we’ve built at the pavilions and at the Kent Johnson baseball complex. Simple, sturdy, vandal resistant, with similar types of controls for lighting and automatic locking/unlocking.
- Since Blue Bison would be giving up retail space to provide these restrooms, they would lease the space to the City including an amortization of the cost of completing the restrooms (fixtures and installation).
- The City would be responsible for maintenance and cleaning of the restrooms going forward.

We have enclosed a couple of draft drawings, showing what the initial design of the property will look like. These are by no means complete.

Obviously, we could build stand-alone restrooms somewhere else. At this time we are trying to get a cost estimate from a contractor so you can use that as a basis of comparison if desired. Clearly, the convenience of the restrooms as shown in these drawings would be more beneficial to the Square than if we built them somewhere else.

Staff is asking for your feedback and direction with regard to this need, whether or not you agree with the need, and if you agree with this methodology.



Canyon 5th Avenue Retail

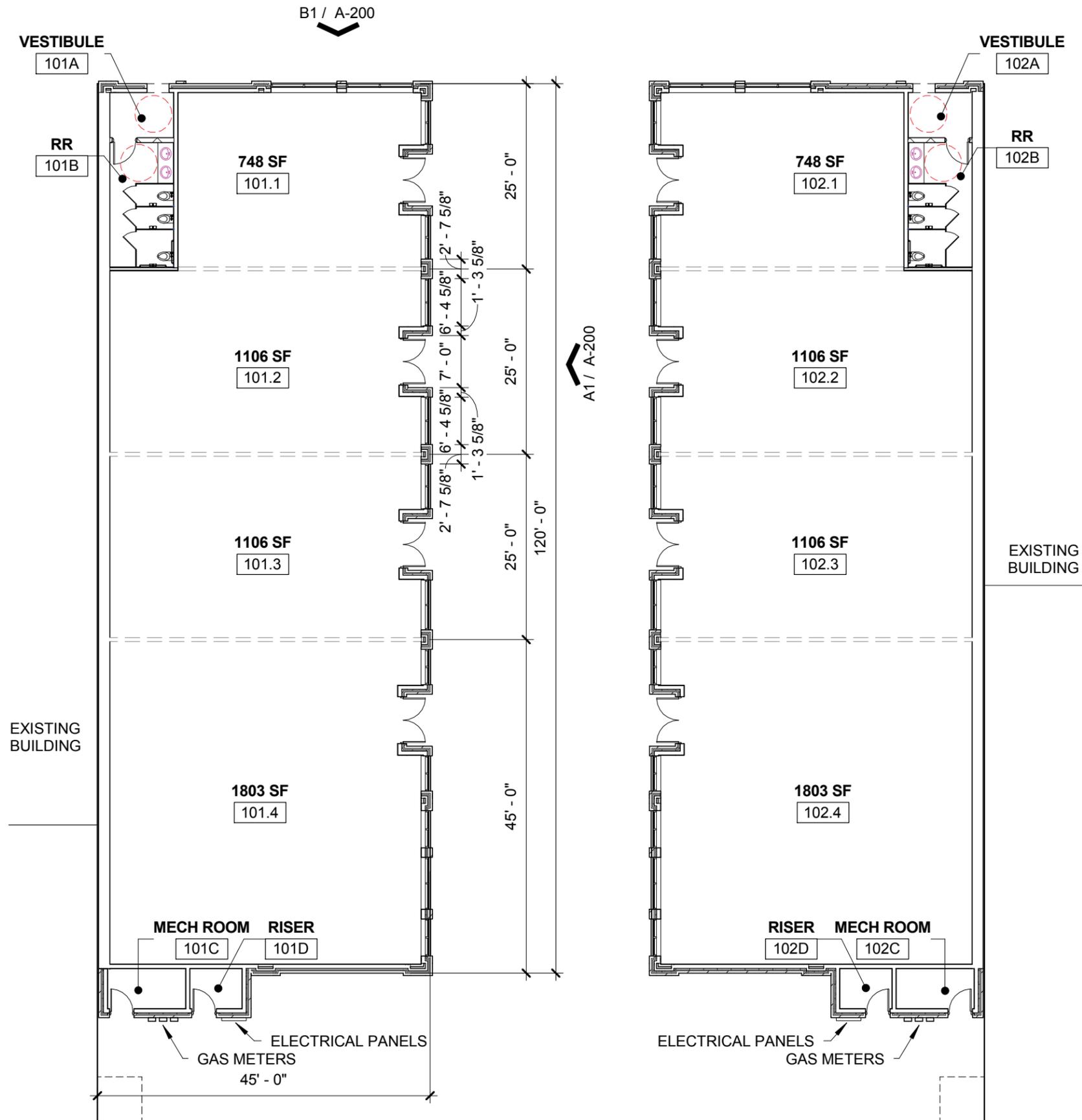
Concept Development

01.19.2016

ARCHITECTURE

floor plan

DRAFT



DRAFT



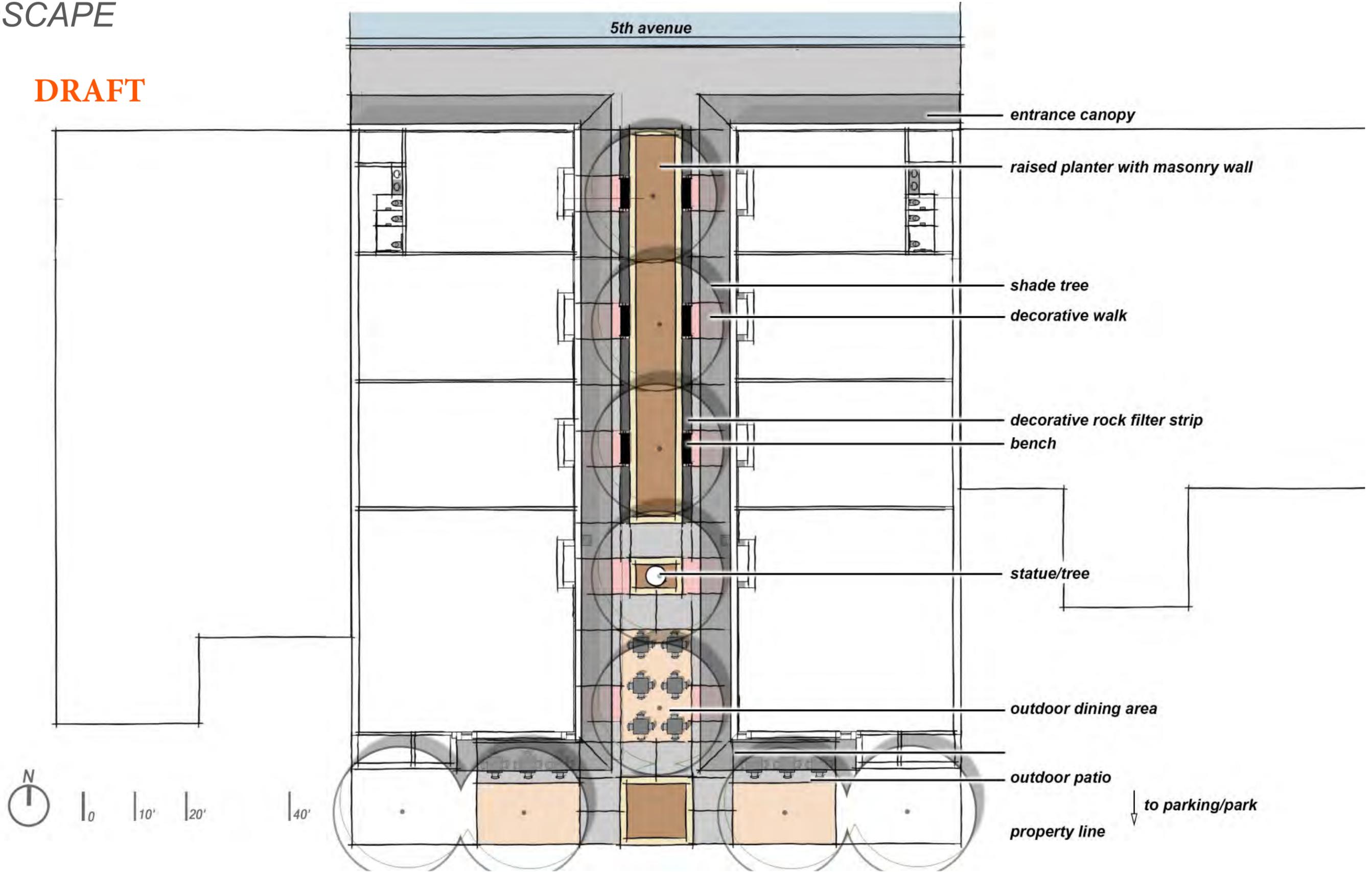
B1 TYPICAL ELEVATION - NORTH
1/8" = 1'-0"



A1 TYPICAL ELEVATION - EAST & WEST
1/8" = 1'-0"

LANDSCAPE
site plan

DRAFT



DRAFT



To: Mayor and City Commission
From: Randy Criswell, City Manager
Date: February 1, 2016
Re: Consider and Take Appropriate Action on Meeting Dates for February, 2016.

It was requested that this item be discussed again, as far as whether or not we schedule a second meeting in February.

February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Commission Meeting	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
						
21	22	23	24	25	26	27
28	29					