

# AGENDA

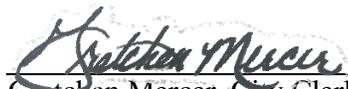
## NOTICE OF MEETING

Notice is hereby given that the governing body of the City of Canyon will meet at 5:30 p.m. on the 22nd day of August 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 August 15, 2016.
5. Public Comment – Comments from Interested Citizens.
6. Consider and Take Appropriate Action on Recommendations from Staff Regarding Possible Goal-setting Resulting from Public Meetings and Surveys.
7. Consider and Take Appropriate Action on Bids Received for the Family Aquatic Center.
8. Budget Work Session.
9. Conduct Second Public Hearing on Proposed Tax Rate for Fiscal Year 2016-2017.
10. Executive Session Pursuant to Texas Government Code §551.074, Personnel Matters (City Engineer, Municipal Court Judge, City Attorney, and City Manager).
11. Consider and Take Appropriate Action on Items Discussed in Executive Session.
12. Adjournment.

  
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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 19th day of August 2016.

  
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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 Pro-Tem Gary Hinders presided over the meeting with the following Commissioners in attendance David Logan, Justin Richardson and Joseph Shehan. Mayor Quinn Alexander was unable to attend.

Also present were the following City Staff: City Manager Randy Criswell, Assistant City Manager Chris Sharp, City Secretary Gretchen Mercer, Assistant City Manager for Special Projects Jon Behrens, Chief of Police Dale Davis, Public Works Director Dan Reese, Librarian Sandra Munger, Parks and Recreation Director Brian Noel, Business and Community Development Director Evelyn Ecker, Director of Code Enforcement Danny Cornelius, and City Attorney Chuck Hester.

Item 1. Call to Order.

Mayor Pro-Tem Hinders called the meeting to order at 5:32 p.m.

Item 2. Invocation.

Commissioner Shehan gave the invocation.

Item 3. Pledge of Allegiance.

The Pledge of Allegiance was led City Manager Randy Criswell.

Item 4. Approval of Minutes of the Meeting of July 25, 2016.

Commissioner Logan moved, duly seconded by Commissioner Richardson, to approve the minutes of July 25, 2016 as presented. Motion carried unanimously.

Item 5. Public Comment – Comments from In Interested Citizens.

Mr. Jerry Barrett of 4 Havenwood Circle approached the commission. Mr. Barrett stated he had a new neighbor that moved in with 9 fully grown ducks that created a nuisance. Mr. Barrett expressed appreciation towards Police Chief Dale Davis and Animal Control Officer Lisa Cox for taking care of the issue. Mr. Barrett stated that he had read all minutes and Ordinances, including draft ordinances pertaining to chickens, and he felt there was a conflict within the definition of "fowl" in the Ordinance. He asked that the City Commission revisit this Ordinance, and extend the ban to include chickens as well. Mr. Barrett thanked the commission for their time.

Item 6. Consider and Take Appropriate Action on Potter Randall 911 Financial Plan for 2016-2017.

Mayor Pro-Tem Hinders introduced Greg Green, Executive Director of the Potter Randall 911 District. Mr. Green presented the proposed Financial Plan for FY 2016-2017 and gave a preview of new tools being added to make 911 even more effective for Potter and Randall County.

After discussion, Commissioner Logan moved, duly seconded by Commissioner Shehan to approve the Potter Randall 911 Financial Plan for FY 2016-2017 as presented. Motion carried unanimously.

Item 7. Conduct a Public Hearing and Consider and Take Appropriate Action on Ordinance No. 1037, Rezoning 206 3rd St. Lot 4, Block 27, Heller's Addition, to I-1 (Light Industrial District) from RC-2 (Commercial District).

Code Enforcement Director Danny Cornelius presented Ordinance No. 1037 for consideration. Mr. Cornelius stated the property owner Lige Murry had submitted the request with a proposed use to be warehouses. Mr. Cornelius said the Planning and Zoning Commission met and August 8, 2016 and voted unanimously to recommend the rezoning of 206 3rd St. as requested to the Canyon City Commission. Mr. Cornelius said 8 letters were sent out to property owners within 200 feet with only 1 written response and 1 verbal response, both in support.

Mayor Pro-Tem Hinders opened the public hearing. There be no comment, Mayor Pro-Tem Hinders closed the public hearing.

Mr. Cornelius stated it was recommendation of staff to adopt Ordinance No. 1037 as recommended by the Planning and Zoning Commission.

After discussion, Commissioner Richardson moved, duly seconded by Commission Shehan to adopt Ordinance 1037 as recommended by the Planning and Zoning Commission. Motion carried unanimously.

**ORDINANCE NO. 1037  
Rezoning 206 3rd Street**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CANYON, TEXAS, REZONING LOT 4, BLOCK 27, HELLER'S ADDITION, 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 Resolution No. 12-2016, Awarding City of Canyon's Depository Bank Contract.

Assistant City Manager Chris Sharp presented Resolution No. 12-2016 for consideration. Mr. Sharp said as directed at the July 25, 2016 meeting, staff revisited the proposed contract for the City of Canyon's Depository Bank Contract with Happy State Bank negotiating the city's ability to invest funds in accordance with the City's investment policy and invest where the City can get the highest rate of return. The first proposed contract with Happy State Bank did not allow this. Mr. Sharp stated after negotiations, Happy State Bank has agreed to allow the City of Canyon to invest funds outside of Happy State Bank but would have the first right of refusal. Mr. Sharp said that after further analysis on the three bank proposals received, staff along with the Valley View

Consulting firm have concluded that when all components of the three proposals were considered, and the fact that Happy State Bank agreed to allow for the City to place funds in other investments with a "first right of refusal", Happy was clearly the best choice at this time. Mr. Sharp said it is staff's recommendation that the Commission approve a two-year contract with Happy State Bank, with an option for three one-year extensions.

After discussion, Commissioner Shehan moved, duly seconded by Commissioner Logan to adopt Resolution No. 12-2016 as presented. Motion carried unanimously with Mayor Pro-Tem Hinders abstaining.

### **RESOLUTION NO. 12-2016**

#### **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CANYON AWARDING A PRIMARY DEPOSITORY BANK RELATIONSHIP TO HAPPY STATE BANK.**

Item 9. Budget Work Session.

City Manager Randy Criswell gave a brief recap of the last Budget Work Session held July 25, 2016. Mr. Criswell said the proposed water rate increase of 3% had been adjusted to reflect a 4% increase as suggested due to the rate increase from the City of Amarillo. Mr. Criswell said the city received the final Ad Valorem Tax information and that the adoption of the existing tax rate will only be an increase of about 1.7% over the effective rate.

Item 10. Conduct Public Hearing on Budget as Per City Charter.

City Manager Randy Criswell stated the City of Canyon requires one Public Hearing on the proposed budget.

Mayor Pro-Tem Hinders opened the public hearing. There being no comment, Mayor Pro-Tem Hinders closed the public hearing. No action required.

Item 11. Conduct First Public Hearing on Proposed Tax Rate for Fiscal Year 2016-2017.

Assistant City Manager Chris Sharp stated pursuant to the Texas Truth in Taxation Laws, it is required two public hearings must be held on the tax rate if it was higher than the effective rate. Mr. Sharp said after updating the proposed budget, the effective tax rate would be an anticipated increase of \$.38419 by 1.7% to \$.39083 per \$100 valuation.

Mayor Pro-Tem Hinders opened the public hearing. There being no comment, Mayor Pro-Tem Hinders closed the public hearing. No action required.

Item 12. Adjournment

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

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Gary Hinder, Mayor Pro-Tem

ATTEST:

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Gretchen Mercer, City Secretary

To: Randy Criswell, City Manager  
From: Jon Behrens, Assistant to the City Manager  
Date: August 18, 2016  
Re: Consider and Take Appropriate Action on Recommendations from Staff Regarding Possible Goal-setting Resulting from Public Meetings and Surveys.

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Per your instructions I have taken the FY 2017 goals which were developed at the Commission Workshop on June 30, 2017, and approved by the Commission at the July 25, 2017, Commission meeting, and developed completion dates for each goal. I have also made the adjustment to the dates that you and I discussed at our August 17 meeting. Based on our conversation I have reworded the goal associated with automated water meter reading project.

If this proposed goal/project completion schedule is acceptable to the City Commission City staff will then move forward with the development of action plans for each goal which will enable them to meet the proposed deadlines.

I have included a copy of the Commission Goals, Objectives, FY 2017 Goals, and the schedule for the completion of the FY 2017 Goals.

If I can answer any questions related to this memo or the process please let me know.

# Canyon City Commission Goals

## FY 2017

Developed 6/30/16

8/18/16 Revision

### 1. Community Character and Environment

Goal:

The city strives to maintain the character and community environment of Canyon, while growing, through well-planned and sustainable growth strategies.

Objectives:

- Preserve and develop neighborhoods that are long-term, viable, safe and appealing.
- Maintain and improve the aesthetics and sustainability of the City.
- Protect and preserve the natural areas of the City to include parks, floodplains and open space.
- Support high-quality, well-planned and sustainable growth.

**FY2017 Goals:**

- 1 – A The city will initiate the analysis phase of determining options for addressing brick streets, and prepare a report detailing those options.  
Action Plan: To be developed by City Staff  
Completion Date: 9 to 12 months
- 1 – B The city will partner with WTAMU, businesses, and homeowners in assessing and addressing street parking near the campus area.  
Action Plan: To be developed by City Staff  
Completion Date: 3 to 6 Months
- 1 – C The city will move forward with plans to engage a firm to develop a new Comprehensive Plan.  
Action Plan: To be developed by City Staff  
Completion Date: 3 to 6 months
- 1 – D The city will complete the updating process Zoning and Subdivision Ordinances.  
Action Plan: To be developed by City Staff  
Completion Date: 9 to 12 months

### 2. High Value Government

Goal:

City officials strive to govern and operate the city in a transparent, efficient, accountable and responsive manner on behalf of the citizens.

Objectives:

- Maintain and enhance public confidence, satisfaction and trust in City Government.
- Ensure policies and procedures are consistent with the vision, intent and goals of the strategic plan, citizens, City Commission, and City leadership.
- Enhance efforts to communicate with citizens and provide opportunities for citizen participation and input.
- Continue and enhance sound financial and business practices.

**FY2017 Goals:**

- 2 – A The city will begin the creation of a Development Policy Manual that will address issues pertaining to development in Canyon, including but not limited to specific new policies such as a Parks Policy, Impact Fee Policy, Mailbox Location Policy, and Sidewalk Policy, all combined with existing policies and ordinances, and incorporated into one document.  
Action Plan: To be developed by City Staff  
Completion Date: 9 to 12 months

**3. Economic Vitality**

Goal:

The city strives to develop a diverse economy which will generate high-quality, stable jobs that strengthen the sales and property tax base and contribute to a high quality of life.

Objectives:

- Develop and maintain the facilities and infrastructure needed to make the City attractive to businesses.
- Foster business growth in the city.

**4. City Services and Infrastructure**

Goal:

City services and infrastructure are efficiently, effectively and strategically delivered to enable economic growth and development and to maintain citizens' health, safety and general welfare.

Objectives:

- Ensure the current and future water supply is adequate, affordable and safe.
- Continue to provide high level of public safety and security.
- Maintain and expand City services in a cost effective and efficient manner to meet the expectations of citizens.

**FY2017 Goals:**

- 4 – A The city shall seek citizen's input related to current and future senior citizens programming and facility's needs.  
Action Plan: To be developed by City Staff  
Completion Date: 9 to 12 months
- 4 – B The city will develop an ordinance to address motor vehicles and other property parked in front and/or side yards.  
Action Plan: To be developed by City Staff  
Completion Date: 3 to 6 months
- 4 – C The city will evaluate options for recycling, and provide detailed report on existing recycling efforts and possible future efforts.  
Action Plan: To be developed by City Staff  
Completion Date: 6 to 9 months
- 4 – D The city will move forward with completing the research, presentation, and approval process of the automated meter reading system and begin the bid solicitation process.  
Action Plan: To be developed by City Staff  
Completion Date: 3 to 6 months
- 4 – E The city will continue to explore options for future city departmental office and facility space needs.  
Action Plan: To be developed by City Staff

Completion Date: 6 to 9 months

- 4 – F The city will prepare for the summer 2017 opening of the new aquatic facility.  
Action Plan: To be developed by City Staff  
Completion Date: 6 to 9 months

## **FY 17 Goals Completion Schedule**

### 3 to 6 Months

- 1 – B The city will partner with WTAMU, businesses, and homeowners in assessing and addressing street parking near the campus area.
- 1 – C The city will move forward with plans to engage a firm to develop a new Comprehensive Plan.
- 4 – B The city will develop an ordinance to address motor vehicles and other property parked in front and/or side yards.
- 4 – D The city will move forward with completing the research, presentation, and approval process of the automated meter reading system and begin the bid solicitation process.

### 6 to 9 Months

- 4 – E The city will continue to explore options for future city departmental office and facility space needs.
- 4 – F The city will prepare for the summer 2017 opening of the new aquatic facility.
- 4 – C The city will evaluate options for recycling, and provide detailed report on existing recycling efforts and possible future efforts.

### 9 to 12 Months

- 1 – A The city will initiate the analysis phase of determining options for addressing brick streets, and prepare a report detailing those options.
- 4 – A The city shall seek citizen's input related to current and future senior citizens programming and facility's needs.
- 1 – D The city will complete the updating process Zoning and Subdivision Ordinances.
- 2 – A The city will begin the creation of a Development Policy Manual that will address issues pertaining to development in Canyon, including but not limited to specific new policies such as a Parks Policy, Impact Fee Policy, Mailbox Location Policy, and Sidewalk Policy, all combined with existing policies and ordinances, and incorporated into one document.

To: Randy Criswell, City Manager  
From: Jon Behrens, Assistant to the City Manager  
Date: August 18, 2016  
Re: Aquatic Facility Bids

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On Thursday, August 11, 2017, at 2 pm, the City of Canyon held a bid opening for the Canyon Aquatic Facility. Seven bids were submitted at that time. The following is a list of bids that were received:

	Base Bid	AA#1	Total Bid
1. Fain Group Inc.	\$7,685,767.00	\$203,650.00	\$7,889,417.00
2. Wiley-Hicks	\$6,626,800.00	\$153,200.00	\$6,780,000.00
3. Plains Builders	\$7,045,000.00	\$222,000.00	\$7,267,000.00
4. JC Commercial	\$6,037,777.00	\$172,000.00	\$6,209,777.00
5. Western Builders	\$6,579,988.00	\$163,043.00	\$6,743,031.00
6. Lyness Construction	\$8,351,200.00	\$245,000.00	\$8,596,200.00
7. A&S	\$7,140,631.00	\$0.00	\$7,140,631.00

Add Alternate #1 is an extension to the proposed facility parking lot.

All bids received were higher than anticipated by Kimley-Horn. At this time we have asked the Kimley-Horn staff to evaluate the project design and look for possible cost savings in an attempt to bring the construction cost down.

At this time I am not positive that staff will be prepared to bring a recommendation related to the selection of a facility contractor to the Commission on August 22. If we are not able to bring the Commission a recommendation on August 22, we may request an additional Commission meeting in an effort to move the project forward prior to the next scheduled meeting on September 12.

If I can answer any questions related to this memo or the process please let me know.

To: Mayor and City Commission  
From: Randy Criswell, City Manager  
Date: August 22, 2016  
Re: Budget Work Session.

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At the last meeting, no changes were made to the budget. Clarification was provided on Commissioner Logan's intent with the additional 1% water rate increase, and those changes have been made.

One question that was asked was with regard to what type of rate structure we're paying Amarillo. There was a thought that in the past we had received a discounted rate. After reviewing all of the previous contracts back to the beginning, there were three contracts:

1983: This contract was quite complex in its calculation for water rates, and included some costs incurred with the construction of the connecting pipeline. So it was not a very good example.

1993: The rate language was this: ...equivalent to the lowest rate charged to large volume customers; i.e., those using more than 2,000 gallons per month, outside the city limits of Amarillo as set from time to time by ordinance.

2014: The current rate language is: equivalent to the lowest rate charged to large volume customers; i.e., those using more than 3,000 gallons per month, outside the city limits of Amarillo as set from time to time by ordinance.

In conclusion, we've never received a discounted rate, and have been consistently paying what their outside city limit customers pay.

As far as the budget, no other changes have been made.

To: Randy Criswell, City Manager  
From: Chris Sharp, Assistant City Manager  
Date: August 8, 2016  
Re: Conduct Second Public Hearing on Proposed Tax Rate for Fiscal Year 2016-2017

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Pursuant to the Texas Truth in Taxation Laws, we must hold two public hearings if we are adopting a tax rate higher than the effective rate. After updating our proposed budget, we are anticipating increasing the effective tax rate of \$.38419 by 1.7% to \$.39083 per \$100 valuation.

**Tonight is the second of two required public hearings. No action is required at this time.**