



**Special Called  
City Council Meeting  
July 18, 2016**



# City of Robinson

111 W. Lyndale, Robinson, TX 76706-5619

Phone (254) 662-1415 ❖ Fax (254) 662-1035

## SPECIAL CALLED MEETING PUBLIC NOTICE

**THE ROBINSON CITY COUNCIL WILL MEET ON MONDAY, JULY 18, 2016 AT 6:00 P.M. IN THE COUNCIL ROOM AT ROBINSON CITY HALL, 111 WEST LYNDALE, ROBINSON, TEXAS TO CONSIDER AND ACT ON THE ITEMS ON THE FOLLOWING AGENDA.**

1. Call to order
2. Invocation
3. Roll Call.
4. Consider Resolution 2016-006 authorizing approval of Application for Participation in the Texas Short Term Asset Reserve Program (TexSTAR).
5. ***Executive Session:*** A closed meeting will be held pursuant to *Section 551.071 of the Government Code (V.C.T.A.)* so that the City Council can seek and receive legal advice and counsel from its attorneys regarding pending or threatened litigation, settlement offers, claims, or other matters for which the attorneys' duties to their client under the Texas State Bar Disciplinary Rules of Professional Conduct conflicts with the Open Meetings Act (Ch.551, Gov. Code), including, but not limited to: *Thompson v City of Robinson.*
6. Action regarding subject matters set forth in the executive session.
7. Discussion regarding 2016 Budget.
8. Adjourn.

***\*The Governing Body reserves the right to go into Executive Session on any of the above items as provided by Government Code Chapter 551.***

**Special Called City Council Meeting Agenda**

**July 18, 2016**

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*\*Public Hearings will be held in accordance with procedures set forth in Resolution R-95-011, adopted by the City Council on June 13, 1995.*

*Note: Persons with disabilities who plan to attend this meeting and who need auxiliary aids or services should contact the City Secretary at 254-662-1415 at least twenty-four (24) hours before this meeting so that appropriate arrangements can be made.*



**COUNCIL AGENDA ITEM MEMORANDUM**

**Date Submitted: 07/14/2016**

**Meeting Date: 07/18/2016**

**Item #3**

**CALL TO ORDER:**

**INVOCATION:**

**ROLL CALL:**

	<b>PRESENT</b>	<b>ABSENT</b>
<b>ROGERS</b>	_____	_____
<b>STIVENER</b>	_____	_____
<b>LEUSCHNER</b>	_____	_____
<b>ECHTERLING</b>	_____	_____
<b>MASTERGEORGE</b>	_____	_____
<b>JANICS</b>	_____	_____
<b>BAKER</b>	_____	_____



**COUNCIL AGENDA ITEM MEMORANDUM**

**Date Submitted: 07/15/2016**

**Meeting Date: 07/18/2016**

**Item #4**

**DEPT./DIVISION SUBMISSION & REVIEW:**

Craig Lemin, City Manager

**ITEM DESCRIPTION:** Consider Resolution 2016-006 authorizing approval of Application for Participation in the Texas Short Term Asset Reserve Program (TexSTAR).

**STAFF RECOMMENDATION:** Approve Resolution 2016-006 as presented in item description.

**ITEM SUMMARY:** TexSTAR invest its funds jointly with other Texas local governments in the Texas Short Term Asset Reserve Program (TEXSTAR) in order better to preserve and safeguard the principal and liquidity of such funds and to earn an acceptable yield.

**FISCAL IMPACT:** N/A

**ATTACHMENTS:**

Resolution



Resolution 2016-006

**APPLICATION FOR PARTICIPATION IN TEXSTAR**

The undersigned local government (Applicant) applies and agrees to become a Participant in the Texas Short Term Asset Reserve Program (TEXSTAR).

- 1. Authorization.** The governing body of Applicant has duly authorized this application by adopting the following resolution at a meeting of such governing body duly called, noticed, and held in accordance with the Texas Open Meeting Law, chapter 551, Texas Government Code, on \_\_\_\_\_, 20\_\_:

WHEREAS, it is in the best interests of this governmental unit ("*Applicant*") to invest its funds jointly with other Texas local governments in the Texas Short Term Asset Reserve Program (TEXSTAR) in order better to preserve and safeguard the principal and liquidity of such funds and to earn an acceptable yield; and

WHEREAS, Applicant is authorized to invest its public funds and funds under its control in TEXSTAR and to enter into the participation agreement authorized herein;

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The form of application for participation in TEXSTAR attached to this resolution is approved. The officers of Applicant specified in the application are authorized to execute and submit the application, to open accounts, to deposit and withdraw funds, to agree to the terms for use of the website for online transactions, to designate other authorized representatives, and to take all other action required or permitted by Applicant under the Agreement created by the application, all in the name and on behalf of Applicant.

SECTION 2. This resolution will continue in full force and effect until amended or revoked by Applicant and written notice of the amendment or revocation is delivered to the TEXSTAR Board.

SECTION 3. Terms used in this resolution have the meanings given to them by the application."

- 2. Agreement.** Applicant agrees with other TEXSTAR Participants and the TEXSTAR Board to the Terms and Conditions of Participation in TEXSTAR, effective on this date, which are incorporated herein by reference. Applicant makes the representations, designations, delegations, and representations described in the Terms and Conditions of Participation.

- 3. Taxpayer Identification Number.** Applicant's taxpayer identification number is \_\_\_\_\_

- 4. Contact Information.**

Applicant primary mailing address: \_\_\_\_\_

Applicant physical address (if different): \_\_\_\_\_

Applicant main phone number: \_\_\_\_\_

Applicants main fax number: \_\_\_\_\_

- 5. Authorized Representatives.** Each of the following Participant officials is designated as Participant's Authorized Representative authorized to give notices and instructions to the Board in accordance with the Agreement, the Bylaws, the Investment Policy, and the Operating Procedures:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

4. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**{REQUIRED} PRIMARY CONTACT:** List the name of the Authorized Representative **listed above** that will be designated as the Primary Contact and will receive all TexSTAR correspondence including transaction confirmations and monthly statements

Name: \_\_\_\_\_

**{OPTIONAL} INQUIRY ONLY CONTACT:** In addition, the following additional Participant representative (**not listed above**) is designated as an ***Inquiry Only*** Representative authorized to obtain account information:

Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant's chief executive officer.

**DATED** \_\_\_\_\_

**\*REQUIRED\***  
**PLACE OFFICIAL SEAL OF ENTITY HERE**

\_\_\_\_\_  
**(NAME OF ENTITY/APPLICANT)**

**SIGNED BY:**

\_\_\_\_\_  
(Signature of official)

\_\_\_\_\_  
(Printed name and title)

**ATTESTED BY:**

\_\_\_\_\_  
(Signature of official)

\_\_\_\_\_  
(Printed name and title)

**FOR INTERNAL USE ONLY**  
**APPROVED AND ACCEPTED: TEXAS SHORT TERM ASSET RESERVE FUND**  
.....  
AUTHORIZED SIGNER V082011



## **COUNCIL AGENDA ITEM MEMORANDUM**

**Date Submitted: 07/14/2016**

**Meeting Date: 07/18/2016**

**Item #5**

### **DEPT./DIVISION SUBMISSION & REVIEW:**

Bert Echterling, Mayor

**ITEM DESCRIPTION:** *Executive Session:* A closed meeting will be held pursuant to *Section 551.071 of the Government Code (V.C.T.A.)* so that the City Council can seek and receive legal advice and counsel from its attorneys regarding pending or threatened litigation, settlement offers, claims, or other matters for which the attorneys' duties to their client under the Texas State Bar Disciplinary Rules of Professional Conduct conflicts with the Open Meetings Act (Ch.551, Gov. Code), including, but not limited to: *Thompson v City of Robinson.*

**STAFF RECOMMENDATION:** N/A

**ITEM SUMMARY:** N/A

**FISCAL IMPACT:** N/A

**ATTACHMENTS:**



**COUNCIL AGENDA ITEM MEMORANDUM**

**Date Submitted: 07/14/2016**

**Meeting Date: 07/18/2016**

**Item #6**

**DEPT./DIVISION SUBMISSION & REVIEW:**

Bert Echterling, Mayor

**ITEM DESCRIPTION:** Action regarding subject matters set forth in the executive session.

**STAFF RECOMMENDATION:** N/A

**ITEM SUMMARY:** N/A

**FISCAL IMPACT:** N/A

**ATTACHMENTS:**



## **COUNCIL AGENDA ITEM MEMORANDUM**

**Date Submitted: 07/15/2016**

**Meeting Date: 07/18/2016**

**Agenda Item #7**

### **DEPT./DIVISION SUBMISSION & REVIEW:**

Craig Lemin, City Manager

**ITEM DESCRIPTION:** Preliminary Budget Workshop – Discussion regarding budget priorities

**STAFF RECOMMENDATION:** N/A

**ITEM SUMMARY:** Attached is a concise overview of the major funds budgets as proposed by the various departments. For each fund, the total projected revenue and requested total expenditures/expenses are listed. I have included specific discretionary items that are increases above the current budget or requests for new programs or equipment. I have not included inflationary increases or rate increases related to TMRS, insurance for vehicles, Workers Comp, facilities or liability. Those will have to be absorbed in the budget. In addition, this overview is based only on department requests. I have not gone in and identified areas where items have been historically over funded. So I may find some savings in those areas once I start putting together the budget I will recommend to the council. Therefore, I'm not asking that we come up with an absolute final list of what will or will not be in the budget. That will happen at the work session on August 2<sup>nd</sup>. I'm just looking to identify the council's priorities to help me put the budget together.

The General Fund is the only fund where requests exceed projected available revenue. Revenue is listed for 3 different tax rate options, but there is flexibility anywhere below the rollback rate. Since final property values won't be available until the 25<sup>th</sup> of this month, the final numbers could be higher or lower. Depending on the tax rate option, at current estimates, the requests exceed available revenue by \$938,314 to \$1,171,502. Needless to say, some items will need to be eliminated. The highest cost item listed is the upgrade to the 800 radio system. The total cost in the proposed budget is \$674,018. This includes the consoles and the annual agreement cost with Waco. We knew going in that it could not be covered by the upcoming budget, this just confirms that fact. Even removing this item, there will still not be enough revenue to cover all the remaining request. So prioritizing items will be important.

I have also included the same overview for the Water and Sewer Funds. In each of those funds, revenue exceeds requested expenses, but I have still outlined discretionary items that will increase the budgets. The only exception is I did include the annual debt service payment for the COs issued earlier this month.

**ATTACHMENTS:**

Budget Overview

# ***Overview of Proposed Budgets***

## **General Fund**

### ***Revenue: Estimated total:***

At Current Tax Rate (0.505321)	\$5,967,123
At Effective Tax Rate (0.483865)	\$5,816,176
At Rollback Tax Rate (0.517890)	\$6,055,364

***Proposed Expenditures:*** \$6,987,678

### ***Difference:***

At Current Tax Rate (0.505321)	-\$1,018,555
At Effective Tax Rate (0.483865)	-\$1,171,502
At Rollback Tax Rate (0.517890)	-\$ 932,314

### ***Departmental Requests - Personnel Costs*** \$ **62,141**

Merit increases proposed in 2016 Evaluations	\$ 45,843
FICA increase from salary increase	\$ 3,506
TMRS Increase from salary increase	\$ 6,344
(TMRS increase to go to 20-year retirement, not included: \$17,576)	
Upgrade of PD positons: Sergeant & Corporal	\$ 6,448

### ***Department Requests – Supplies*** \$ **24,018**

#### **Police Department:**

Radar and Lidar	\$ 7,058
Computer Replacement	\$ 10,000

Side Lights for Patrol Cars \$ 3,960

Dispatch Work Station \$ 3,000

***Department Requests – Maintenance \$ 46,260***

**Police Department:**

Convert Training room to CID Operations Center \$ 19,860

800 Radio System Annual Agreement \$ 26,400

***Department Requests – Capital Outlay \$ 933,096***

**Street Department:**

New 1-ton Pickup \$ 39,029

New Backhoe \$ 116,589

(Gradall, not included, to substitute for Backhoe: \$225,000)

**Police Department:**

800 Radio System \$ 647,618

New Patrol SUV \$ 38,977

Video Storage Computer Server \$ 19,860

**Parks Department:**

Expand Parking Lot \$ 75,000  
(\$19860 in prior year donations available)

Pave Trails \$ 35,000

***Total of Listed GF Requests \$1,100,515***

## **Water Fund**

***Revenue: Estimated total:*** **\$4,845,806**

***Proposed Expenses:*** **\$4,458,662**

***Transfer to General Fund for Admin Costs*** **\$ 264,704**

***Difference:*** **\$ 122,440**

***Departmental Requests - Personnel Costs*** **\$ 15,154**

Merit increases proposed in 2016 Evaluations \$ 11,649

FICA increase from salary increase \$ 3,506

TMRS Increase from Salary increase \$ 1,612

(TMRS increase to go to 20-year retirement, not included: \$3,949)

***Department Requests – Supplies*** **\$ 5,635**

### **Water Administration**

Computer replacement \$ 5,635

### **Water Treatment**

Instruments and meters \$ 6,480

***Department Requests – Capital Outlay*** **\$129,200**

### **Water Treatment**

Membrane Replacement Fund \$ 35,000

Actuators and Valves \$ 18,000

## **Water Distribution**

New Pickup Truck	\$ 26,200
System Improvements	\$ 50,000
<b><i>Appropriations Increase</i></b>	<b><i>\$ 428,375</i></b>

## **Water Administration**

2016 COs Issued July 2016	\$ 428,375
<b><i>Total of Listed WF Requests</i></b>	<b><i>\$ 578,364</i></b>

## **Sewer Fund**

<b><i>Revenue: Estimated total:</i></b>	<b><i>\$2,042,316</i></b>
<b><i>Proposed Budget:</i></b>	<b><i>\$1,549,992</i></b>
<b><i>Transfer to General Fund for Admin Costs</i></b>	<b><i>\$ 112,327</i></b>
<b><i>Difference:</i></b>	<b><i>\$ 349,997</i></b>
<b><i>Departmental Requests - Personnel Costs</i></b>	<b><i>\$ 4,429</i></b>
Merit increases proposed in 2016 Evaluations	\$ 4,429
FICA increase from salary increase	\$ 278
TMRS Increase from Salary increase	\$ 504
(TMRS increase to go to 20-year retirement, not included: \$1,657)	
<b><i>Department Requests – Capital Outlay</i></b>	<b><i>\$ 39,400</i></b>
New Pickup truck	\$ 39,400
<b><i>Total of Listed WF Requests</i></b>	<b><i>\$ 43,829</i></b>